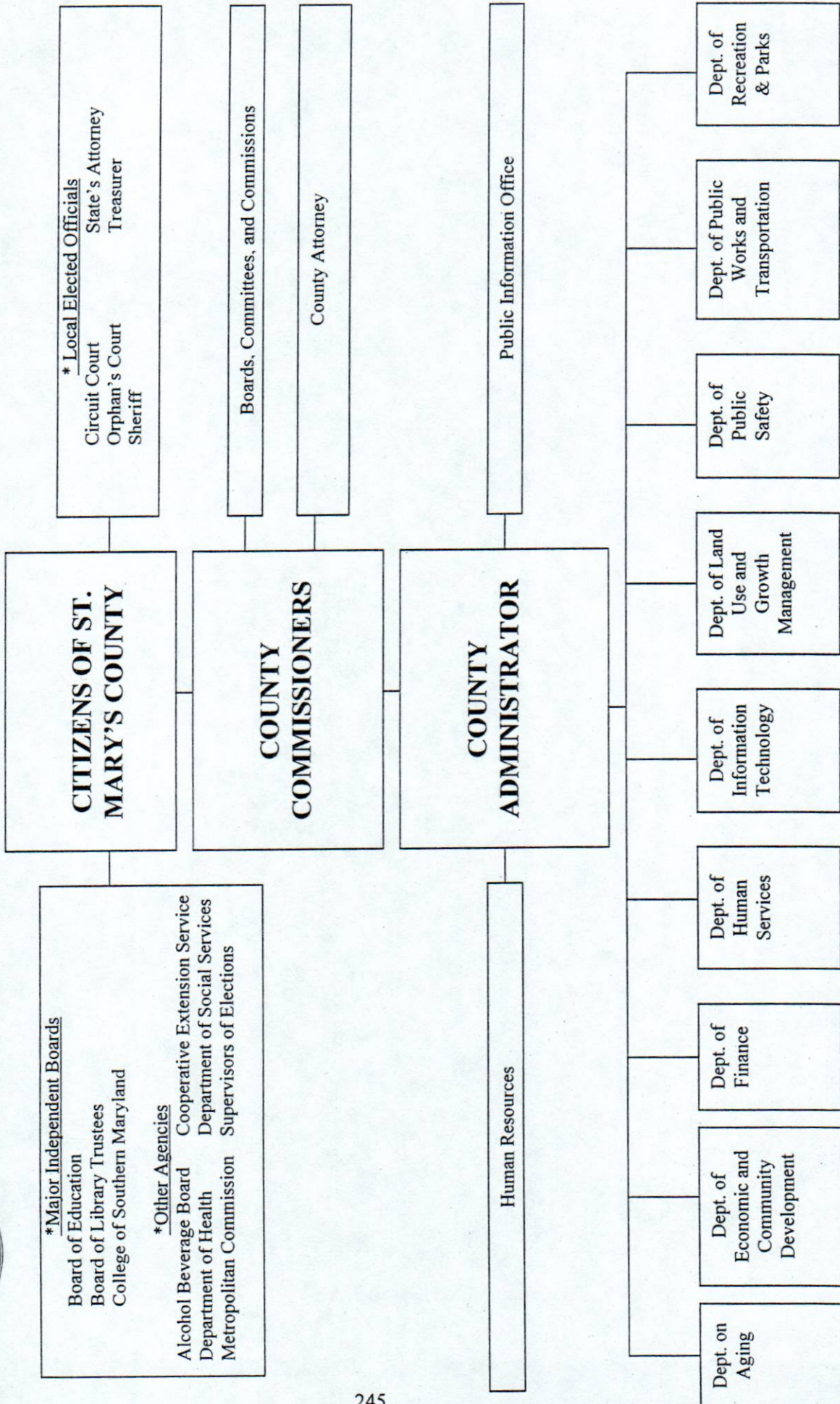




# ST. MARY'S COUNTY GOVERNMENT

## Organizational Chart



\*Major Independent Boards  
Board of Education  
Board of Library Trustees  
College of Southern Maryland

\*Other Agencies  
Alcohol Beverage Board  
Department of Health  
Metropolitan Commission  
Cooperative Extension Service  
Department of Social Services  
Supervisors of Elections

\* County Commissioners have funding responsibility only

FY 2011

# CHANGES IN FTE POSITIONS APPROVED FY 2011 OPERATING BUDGET

Increase / Department (Decrease) Position Description	Grade	Effective Date
<b>Department of Aging</b>		
<u><b>Medical Adult Daycare Services</b></u>		
(1.0) Activity Coordinator	S05	7/1/2010
(1.0) Client Account Specialist	S04	7/1/2010
(1.0) Nurse Manager	S09	7/1/2010
(5.0) Nursing Assistant	S03	7/1/2010
(1.0) Social Worker	S08	7/1/2010
(0.5) Fiscal Specialist III MADS	S05	7/1/2010
(0.2) Manager, Home & Community Services MADS	S10	7/1/2010
<u><b>Oakley Senior Center</b></u>		
(0.5) Food Service Technician, RPT	S02	7/1/2010
<u><b>Aging Grants</b></u>		
0.5 Fiscal Specialist III (Convert .5 MADS to Grants)	S05	7/1/2010
0.2 Manager, Home & Community Services (Convert .2 MADS to Grant)	S10	7/1/2010
<b>Department of Human Services</b>		
<u><b>Marcey House</b></u>		
(1.0) Administrative Coordinator	S04	7/1/2010
(0.5) House Manager (Convert 1 FTE to .5 RPT)	S04	7/1/2010
<u><b>Human Services Grants</b></u>		
(1.0) Program Manager/Coordinator	S08	7/1/2010
0.0 Director (no change in FTE, but unfunded)	AE	7/1/2010
0.10 Interim Director - Charged to Grants	S10	7/1/2010
0.02 Coordinator, LMB Grant	S08	7/1/2010
<u><b>Community Services</b></u>		
(1.0) Coordinator (Highway Safety Grant) Note: 3 mos. Included in US1021	S08	10/1/2010
(0.22) Coordinator, Prevention - Community Services	S08	7/1/2010
0.22 Coordinator, Prevention - Charged to Prevention Grant	S08	7/1/2010
(0.02) Coordinator, Community Services	S08	7/1/2010
(0.10) Interim Director - Community Services	S10	7/1/2010
<b>Office of the Sheriff</b>		
1.0 Calea Coordinator	S07	7/1/2010
<b>(12.00) Net Decrease in Positions</b>		

## FY 2011 FROZEN POSITIONS

In addition to positions eliminated in the FY2011, the following positions are frozen, and not funded in the FY2011 budget. Continuation or elimination will be considered as a component of future budget cycles.

Department	Position Description	Grade
<b>BOCC/County Admin/PIO</b>		
	Chief of Staff	AE
	Public Information Coordinator	S06
<b>Department of Aging</b>		
	Deputy Director	S11
<b>Office of the County Attorney</b>		
	Property Manager	S08
<b>Department of Finance</b>		
	Senior Administrative Coordinator	S05
<b>Human Resources</b>		
	Senior HR Specialist	S06
<b>Land Use and Growth Management</b>		
	Planner 1	S06
	Permits Specialist	S04
	Permits Specialist	S04
<b>Department of Public Works &amp; Transportation</b>		
	Janitor III	S03
	Equipment Operator III	S05
<b>Department of Recreation &amp; Parks</b>		
	Golf Course Foreman	S04
	Food, Beverage & Banquet	S07
<b>Sheriff's Office</b>		
	Senior Office Specialist	S03
	Station Clerk	S03
<b>Alcohol Beverage Board</b>		
	Senior Office Specialist (RPT)	S03

## OTHER CHANGES IN POSITION ASSIGNMENTS APPROVED FY 2011 OPERATING BUDGET

*As a part of the budget process, a number of part-time positions, principally grant funded, reflect increased hours assigned, thereby increasing the effective full-time equivalent services support. The equivalent FTEs may vary as assigned hours and funding changes. These are as follows:*

*19 were increased by .25 and 5 were increased by .5*

Department	Position Description	Grade
<b>Department of Aging</b>		
0.5	Food Service Technicians, RPT	S02
0.25	Office Specialist, RPT	S02
0.5	Program Coordinator, RPT (grant funded)	S07
0.25	Food Service Technician, RPT (grant funded)	S02
<b>Department of Human Services</b>		
0.25	Coordinator, RPT - Community Services	S07
<b>Public Works &amp; Transportation</b>		
1.25	Bus Drivers, RPT (grant funded)	S03
4.00	Landfill Attendants, RPT (Solid Waste Enterprise Fund)	S01
<b>Office of the Sheriff</b>		
0.25	Classification Specialist, RPT	S03

**SUMMARY**  
**AUTHORIZED COUNTY GOVERNMENT POSITIONS**

<b>STAFFING SUMMARY</b>	<b>FY 2009 Adjusted</b>	<b>FY 2010 Approved</b>	<b>FY 2010 Adjusted</b>	<b>FY 2011 Requested</b>	<b>FY 2011 Approved</b>
Board of County Commissioners	6.50	6.50	6.50	6.50	6.50
County Administrator	10.00	9.00	9.00	9.00	9.00
Department on Aging	35.80	34.80	34.80	25.30	25.30
Department of Human Services	18.80	18.80	18.80	15.80	15.30
County Attorney	7.00	7.00	7.00	7.00	7.00
Economic and Community Development	34.00	30.00	30.00	30.00	30.00
Department of Finance	18.00	18.00	18.00	18.00	18.00
Information Technology	14.50	14.50	14.50	14.50	14.50
Human Resource	8.00	8.00	8.00	8.00	8.00
Land Use & Growth Management	38.00	38.00	38.00	38.00	38.00
Planning Commission	7.00	7.00	7.00	7.00	7.00
Board of Appeals	5.00	5.00	5.00	5.00	5.00
Public Works and Transportation	129.50	128.50	128.50	128.50	128.50
Recreation & Parks	43.00	43.00	43.00	43.00	43.00
Public Safety	42.00	41.00	41.00	41.00	41.00
Circuit Court	14.00	14.00	14.00	14.00	14.00
Orphans Court	3.00	3.00	3.00	3.00	3.00
Sheriff	261.50	267.50	265.50	280.50	266.50
States Attorney	33.00	33.00	34.00	34.00	34.00
Treasurer	5.00	5.00	5.00	5.00	5.00
Social Services	2.00	2.00	2.00	2.00	2.00
Alcohol Beverage Office	1.50	1.50	1.50	1.50	1.50
Alcohol Beverage Board	5.00	5.00	5.00	5.00	5.00
Board of Elections	3.00	3.00	3.00	3.00	3.00
<b>TOTAL COUNTY GOVERNMENT</b>	<b>745.10</b>	<b>743.10</b>	<b>742.10</b>	<b>744.60</b>	<b>730.10</b>

## AUTHORIZED COUNTY GOVERNMENT POSITIONS

This position and grade authorization chart includes only budgeted full-time and regular part-time positions.

M	Merit	Appointed	A
C	Contract	Revenue	R
G	Grant	Elected	E

POSITION		LEVEL	FY 2009 Adjusted	FY 2010 Approved	FY 2010 Adjusted	FY 2011 Request	FY 2011 Approved
<b>COUNTY COMMISSIONERS</b>							
Commissioner	E		5.00	5.00	5.00	5.00	5.00
Administrative Assistant to BOCC	M	S08	1.00	1.00	1.00	1.00	1.00
Senior Administrative Coordinator -RPT	M	S05	0.50	0.50	0.50	0.50	0.50
<b>TOTAL</b>			<b>6.50</b>	<b>6.50</b>	<b>6.50</b>	<b>6.50</b>	<b>6.50</b>
<b>COUNTY ADMINISTRATOR</b>							
County Administrator	C		1.00	1.00	1.00	1.00	1.00
Public Information Officer	C		1.00	1.00	1.00	1.00	1.00
Audio/Video Technician	C	S03	1.00	1.00	1.00	1.00	1.00
Chief of Staff	C		1.00	1.00	1.00	1.00	1.00
Admin. Asst. to the County Administrator	M	S07	1.00	1.00	1.00	1.00	1.00
Public Information Coordinator	M	S06	1.00	1.00	1.00	1.00	1.00
Admin. Coordinator	M	S04	1.00	1.00	1.00	1.00	1.00
Fiscal Specialist I	M	S03	1.00	1.00	1.00	1.00	1.00
Senior Office Specialist	M	S03	1.00	1.00	1.00	1.00	1.00
Switchboard Operator	M	S01	1.00	0.00	0.00	0.00	0.00
<b>TOTAL</b>			<b>10.00</b>	<b>9.00</b>	<b>9.00</b>	<b>9.00</b>	<b>9.00</b>
<b>DEPARTMENT ON AGING</b>							
<b>Administrative/Grants</b>							
Director	C		1.00	1.00	1.00	1.00	1.00
Manager, Home & Com Ser	G	S10	1.00	1.00	1.00	1.00	1.00
Program Managers	G	S08	2.00	2.00	2.00	2.00	2.00
Project Manager	G	S07	1.00	1.00	1.00	1.00	1.00
Deputy Director	M	S11	1.00	1.00	1.00	1.00	1.00
Manager, Division of Operations	M	S10	1.00	1.00	1.00	1.00	1.00
Operations Manager	M	S08	3.00	3.00	3.00	3.00	3.00
Program Coordinators	M/G	S07	2.50	2.50	2.50	2.50	2.50
Supervisor, Fiscal	M	S07	1.00	1.00	1.00	1.00	1.00
I & A Caseworker	M	S06	1.00	1.00	1.00	1.00	1.00
Data Base Administrator	M	S04	1.00	1.00	1.00	1.00	1.00
Program Specialists	M	S05	3.00	3.00	3.00	3.00	3.00
Senior Office Specialist	M	S03	1.00	1.00	1.00	1.00	1.00
Senior Administrative Coordinator	M	S05	1.00	1.00	1.00	1.00	1.00
Food Service Tech	M/G	S02	3.00	3.00	3.00	2.50	2.50
Fiscal Specialist III	M/G	S05	1.00	1.00	1.00	1.00	1.00
Food Transporter	M/G	S02	1.00	0.50	0.50	0.50	0.50
Office Specialist	M/G	S02	1.25	0.80	0.80	0.80	0.80
<b>MADS</b>							
Activity Coordinator	R	S05	1.00	1.00	1.00	0.00	0.00
Nurse Manager	R	S09	1.00	1.00	1.00	0.00	0.00
Nurse Assistants	R	S03	5.00	5.00	5.00	0.00	0.00
Social Worker	R	S08	1.00	1.00	1.00	0.00	0.00
Client Account Specialist	R	S04	1.00	1.00	1.00	0.00	0.00
<b>TOTAL</b>			<b>35.75</b>	<b>34.80</b>	<b>34.80</b>	<b>25.30</b>	<b>25.30</b>

POSITION		LEVEL	FY 2009 Adjusted	FY 2010 Approved	FY 2010 Adjusted	FY 2011 Request	FY 2011 Approved
<b>DEPARTMENT OF HUMAN SERVICES</b>							
Director	G	AE	1.00	1.00	1.00	1.00	1.00
Administrative Coordinator	G	S04	1.00	1.00	1.00	1.00	1.00
Fiscal Specialist IV	G	S06	1.00	1.00	1.00	1.00	1.00
Office Manager	G	S07	1.00	1.00	1.00	1.00	1.00
Program Managers	G	S08	3.00	3.00	3.00	2.00	2.00
<b>Community Services</b>							
Manager, Community Services	M	S10	1.00	1.00	1.00	1.00	1.00
Teen Court Coordinator	M	S07	0.80	0.80	0.80	0.80	0.80
Senior Office Specialist	M	S03	1.00	1.00	1.00	1.00	1.00
Coordinator, Community Services	M/G	S08	3.00	3.00	3.00	2.00	2.00
<b>Marcey House</b>							
Director	G	S11	1.00	1.00	1.00	1.00	1.00
Clinical Program Manager	G	S07	1.00	1.00	1.00	1.00	1.00
Administrative Coordinator	G	S04	1.00	1.00	1.00	0.50	0.00
House Manager	G	S04	3.00	3.00	3.00	2.50	2.50
<b>TOTAL</b>			<b>18.80</b>	<b>18.80</b>	<b>18.80</b>	<b>15.80</b>	<b>15.30</b>
<b>COUNTY ATTORNEY</b>							
County Attorney	C		1.00	1.00	1.00	1.00	1.00
Deputy County Attorney	M	S11	1.00	1.00	1.00	1.00	1.00
Property Manager	M	S08	1.00	1.00	1.00	1.00	1.00
Paralegal	M	S07	2.00	2.00	2.00	2.00	2.00
Senior Administrative Coordinator	M	S05	1.00	1.00	1.00	1.00	1.00
Office Specialist	M	S02	1.00	1.00	1.00	1.00	1.00
<b>TOTAL</b>			<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>
<b>ECONOMIC &amp; COMMUNITY DEVELOPMENT</b>							
Director	C		1.00	1.00	1.00	1.00	1.00
Executive Director, Housing	G	S11	1.00	1.00	1.00	1.00	1.00
Program Manager	G	S09	2.00	2.00	2.00	2.00	2.00
Manager, Fiscal	G	S08	1.00	1.00	1.00	1.00	1.00
Resource Specialist	G	S06	1.00	1.00	1.00	1.00	1.00
Senior Housing Specialist	G	S06	3.00	3.00	3.00	3.00	3.00
Fiscal Specialist III	G	S05	1.00	1.00	1.00	1.00	1.00
Housing Specialist	G	S05	6.00	4.00	4.00	4.00	4.00
Lead Maintenance Mechanic	G	S05	1.00	1.00	1.00	1.00	1.00
Administrative Coordinator, Housing	G	S04	1.00	1.00	1.00	1.00	1.00
Resource Coordinator	G	S04	4.00	4.00	4.00	4.00	4.00
Maintenance Mechanic	G	S03	1.00	0.00	0.00	0.00	0.00
Office Specialist	G	S02	2.00	1.00	1.00	1.00	1.00
Executive Director, CDC	M	S10	1.00	1.00	1.00	1.00	1.00
Business Development Manager	M	S10	1.00	1.00	1.00	1.00	1.00
Agricultural Development Manager	M	S09	1.00	1.00	1.00	1.00	1.00
Tourism Manager	M	S09	1.00	1.00	1.00	1.00	1.00
Coordinator, Business Development	M	S07	1.00	1.00	1.00	1.00	1.00
Coordinator	M	S06	1.00	1.00	1.00	1.00	1.00
Administrative Coordinator	M	S04	2.00	2.00	2.00	2.00	2.00
Senior Office Specialist	M	S03	1.00	1.00	1.00	1.00	1.00
<b>TOTAL</b>			<b>34.00</b>	<b>30.00</b>	<b>30.00</b>	<b>30.00</b>	<b>30.00</b>

POSITION		LEVEL	FY 2009 Adjusted	FY 2010 Approved	FY 2010 Adjusted	FY 2011 Request	FY 2011 Approved
<b>FINANCE DEPARTMENT</b>							
Chief Financial Officer	C		1.00	1.00	1.00	1.00	1.00
Deputy Director, Finance	M	S11	1.00	1.00	1.00	1.00	1.00
Accounting Officer	M	S10	1.00	1.00	1.00	1.00	1.00
Procurement Manager	M	S10	1.00	1.00	1.00	1.00	1.00
Budget Analyst	M	S09	3.00	3.00	3.00	3.00	3.00
Senior Accountant	M	S08	1.00	1.00	1.00	1.00	1.00
Senior Buyer	M	S08	1.00	1.00	1.00	1.00	1.00
Accountant	M	S06	1.00	1.00	1.00	1.00	1.00
Buyer	M	S06	1.00	1.00	1.00	1.00	1.00
Fiscal Specialist III	M	S05	3.00	3.00	3.00	3.00	3.00
Fiscal Specialist IV	M	S06	1.00	1.00	1.00	1.00	1.00
Senior Administrative Coordinator	M	S05	1.00	1.00	1.00	1.00	1.00
Procurement Specialist	M	S04	1.00	1.00	1.00	1.00	1.00
Senior Office Specialist	M	S03	1.00	1.00	1.00	1.00	1.00
<b>TOTAL</b>			<b>18.00</b>	<b>18.00</b>	<b>18.00</b>	<b>18.00</b>	<b>18.00</b>
<b>INFORMATION TECHNOLOGY</b>							
Director	C		1.00	1.00	1.00	1.00	1.00
Archives Manager	M	S06	1.00	1.00	1.00	1.00	1.00
Senior Administrative Coordinator	M	S05	1.00	1.00	1.00	1.00	1.00
Archives Assistant	M	S02	1.00	1.00	1.00	1.00	1.00
AS 400 System Analyst	M	IT IV	1.00	1.00	1.00	1.00	1.00
GIS Supervisor	M	IT IV	1.00	1.00	1.00	1.00	1.00
Network Manager	M	IT IV	1.00	1.00	1.00	1.00	1.00
WAN Administrator	M	IT IV	1.00	1.00	1.00	1.00	1.00
Lead Technician	M	IT III	1.00	1.00	1.00	1.00	1.00
AS/400 Programmer Analyst	M	IT II	1.00	1.00	1.00	1.00	1.00
PC technician II	M	IT II	1.00	1.00	1.00	1.00	1.00
Telecommunications Specialist	M	IT II	1.00	1.00	1.00	1.00	1.00
Webmaster-RPT	M	IT II	0.50	0.50	0.50	0.50	0.50
Help Desk Tech	M	IT I	1.00	1.00	1.00	1.00	1.00
PC Technician I	M	IT I	1.00	1.00	1.00	1.00	1.00
<b>TOTAL</b>			<b>14.50</b>	<b>14.50</b>	<b>14.50</b>	<b>14.50</b>	<b>14.50</b>
<b>HUMAN RESOURCES</b>							
Director	C		1.00	1.00	1.00	1.00	1.00
Deputy Director	M	S10	1.00	1.00	1.00	1.00	1.00
Risk Analyst	M	S08	1.00	1.00	1.00	1.00	1.00
Benefits Coordinator	M	S07	1.00	1.00	1.00	1.00	1.00
Sr. Human Resource Specialist	M	S06	1.00	1.00	1.00	1.00	1.00
Administrative Coordinator	M	S04	1.00	1.00	1.00	1.00	1.00
Human Resources Specialist	M	S04	2.00	2.00	2.00	2.00	2.00
<b>TOTAL</b>			<b>8.00</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>	<b>8.00</b>

POSITION		LEVEL	FY 2009 Adjusted	FY 2010 Approved	FY 2010 Adjusted	FY 2011 Request	FY 2011 Approved
<b>LAND USE &amp; GROWTH MANAGEMENT</b>							
Director	C		1.00	1.00	1.00	1.00	1.00
Deputy Director	M	S11	1.00	1.00	1.00	1.00	1.00
Fiscal Specialist IV	M	S06	1.00	1.00	1.00	1.00	1.00
Office Manager	M	S07	1.00	1.00	1.00	1.00	1.00
Office Specialist	M	S02	1.00	1.00	1.00	1.00	1.00
Senior Administrative Coordinator	M	S05	1.00	1.00	1.00	1.00	1.00
Sr. Office Specialist	M	S03	1.00	1.00	1.00	1.00	1.00
<b>Comprehensive Planning</b>							
Addressing Technician	M	S04	1.00	1.00	1.00	1.00	1.00
GIS/CADD Operator	M	S06	1.00	1.00	1.00	1.00	1.00
GIS/Database Specialist	M	S08	1.00	1.00	1.00	1.00	1.00
Planner III	M	S08	1.00	1.00	1.00	1.00	1.00
Senior Planner	M	S10	1.00	1.00	1.00	1.00	1.00
Planner II	M	S07	1.00	1.00	1.00	1.00	1.00
Planner I	M	S06	1.00	1.00	1.00	1.00	1.00
Planner IV	M	S09	1.00	1.00	1.00	1.00	1.00
<b>Development Services</b>							
Planner IV	M	S09	1.00	1.00	1.00	1.00	1.00
Sr. Office Specialist	M	S03	1.00	1.00	1.00	1.00	1.00
Planner II	M	S07	1.00	1.00	1.00	1.00	1.00
Planner I	M	S06	1.00	1.00	1.00	1.00	1.00
Sr. Planning Specialist	M	S05	1.00	1.00	1.00	1.00	1.00
<b>Permits</b>							
Permits Coordinator	M	S08	1.00	1.00	1.00	1.00	1.00
Permits Specialist I	M	S04	3.00	3.00	3.00	3.00	3.00
Permits Specialist II	M	S05	1.00	1.00	1.00	1.00	1.00
<b>Inspections &amp; Compliance</b>							
Code Coordinator	M	S08	1.00	1.00	1.00	1.00	1.00
Inspections Coordinator	M	S05	1.00	1.00	1.00	1.00	1.00
Inspector II	M	S06	4.00	4.00	4.00	4.00	4.00
Inspector III	M	S07	1.00	1.00	1.00	1.00	1.00
<b>Zoning</b>							
Planner II	M	S07	1.00	1.00	1.00	1.00	1.00
Planner IV	M	S09	1.00	1.00	1.00	1.00	1.00
Senior Office Specialist	M	S03	1.00	1.00	1.00	1.00	1.00
Sr. Planning Specialist	M	S05	1.00	1.00	1.00	1.00	1.00
Planner I	M	S06	2.00	2.00	2.00	2.00	2.00
<b>TOTAL</b>			<b>38.00</b>	<b>38.00</b>	<b>38.00</b>	<b>38.00</b>	<b>38.00</b>
<b>PLANNING COMMISSION</b>							
Chairman	A		1.00	1.00	1.00	1.00	1.00
Member	A		6.00	6.00	6.00	6.00	6.00
<b>TOTAL</b>			<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>	<b>7.00</b>
<b>BOARD OF APPEALS</b>							
Member	A		5.00	5.00	5.00	5.00	5.00

POSITION		LEVEL	FY 2009 Adjusted	FY 2010 Approved	FY 2010 Adjusted	FY 2011 Request	FY 2011 Approved
<b>PUBLIC WORKS &amp; TRANSPORTATION</b>							
Director	C		1.00	1.00	1.00	1.00	1.00
Fiscal Manager	M	S08	1.00	1.00	1.00	1.00	1.00
Office Manager	M	S07	1.00	1.00	1.00	1.00	1.00
Permits Specialist II	M	S05	1.00	1.00	1.00	1.00	1.00
Senior Office Specialist	M	S03	1.00	1.00	1.00	1.00	1.00
<b>Project Management</b>							
Deputy Director	M	D	1.00	1.00	1.00	1.00	1.00
Engineer II	M	B	1.00	1.00	1.00	1.00	1.00
Engineer III	M	C	1.00	1.00	1.00	1.00	1.00
Senior Engineer Technician	M	S08	2.00	2.00	2.00	2.00	2.00
Senior Project Manager	M	D	1.00	1.00	1.00	1.00	1.00
<b>Development Review</b>							
Engineer III	M	C	1.00	1.00	1.00	1.00	1.00
Engineer Technician	M	S07	1.00	1.00	1.00	1.00	1.00
<b>Construction &amp; Inspection</b>							
Inspector III	M	S07	4.00	4.00	4.00	4.00	4.00
Manager, Construction/Inspection	M	S09	1.00	1.00	1.00	1.00	1.00
<b>County Highways</b>							
Equipment Operator II	M	S04	6.00	6.00	6.00	6.00	6.00
Equipment Operator I	M	S03	4.00	4.00	4.00	4.00	4.00
Equipment Operator III	M	S05	6.00	6.00	6.00	6.00	6.00
Maintenance Worker	M	S02	17.00	17.00	17.00	17.00	17.00
Manager, Highway	M	S09	1.00	1.00	1.00	1.00	1.00
Road Foreman	M	S06	5.00	5.00	5.00	5.00	5.00
Sign Maintenance Operator	M	S04	1.00	1.00	1.00	1.00	1.00
Fiscal Specialist I	M	S03	1.00	1.00	1.00	1.00	1.00
Supervisor, Highway	M	S07	1.00	1.00	1.00	1.00	1.00
Traffic & Permits Foreman	M	S06	1.00	1.00	1.00	1.00	1.00
<b>Solid Waste &amp; Recycling</b>							
Equipment Operator III	R	S05	4.00	4.00	4.00	4.00	4.00
Landfill Attendant	R	S01	7.00	7.00	7.00	7.00	7.00
Weighmaster	R	S03	2.00	2.00	2.00	2.00	2.00
Manager, Solid Waste/Recycling	R	S09	1.00	1.00	1.00	1.00	1.00
<b>Transportation/Mailroom</b>							
Mail Clerk	M	S02	2.00	2.00	2.00	2.00	2.00
Coordinator	M	S07	1.00	1.00	1.00	1.00	1.00
Equipment Mechanic I	M	S04	4.00	4.00	4.00	4.00	4.00
Equipment Mechanic II	M	S05	3.00	3.00	3.00	3.00	3.00
Inventory Control Specialist	M	S04	1.00	1.00	1.00	1.00	1.00
Manager, Transportation/Mailroom	M	S10	1.00	1.00	1.00	1.00	1.00
Shop Foreman	M	S06	1.00	1.00	1.00	1.00	1.00
Supervisor, Non-Public School/Mailroom	M	S07	1.00	1.00	1.00	1.00	1.00
Mobility Coordinator	G	S07	1.00	0.00	0.00	0.00	0.00
Supervisor	M/G	S08	2.00	2.00	2.00	2.00	2.00
Bus Driver	G	S03	12.50	12.50	12.50	12.50	12.50
Fiscal Specialist IV	G	S06	1.00	1.00	1.00	1.00	1.00
Transportation Spec/Trainer	G	S04	1.00	1.00	1.00	1.00	1.00
Transportation Specialist	G	S04	3.00	3.00	3.00	3.00	3.00

POSITION		LEVEL	FY 2009 Adjusted	FY 2010 Approved	FY 2010 Adjusted	FY 2011 Request	FY 2011 Approved
<b>PUBLIC WORKS &amp; TRANSPORTATION CONT.</b>							
<b>Building Services</b>							
Building Service Manager	M	S09	1.00	1.00	1.00	1.00	1.00
Coordinator	M	S06	1.00	1.00	1.00	1.00	1.00
Janitor III	M	S03	1.00	1.00	1.00	1.00	1.00
Lead Maintenance Mechanic	M/R	S05	6.00	6.00	6.00	6.00	6.00
Maintenance Mechanic	M	S03	8.00	8.00	8.00	8.00	8.00
Facilities Mechanic	M	S02	1.00	1.00	1.00	1.00	1.00
Senior Office Specialist	M	S03	1.00	1.00	1.00	1.00	1.00
Supervisor, Building Services	M	S07	1.00	1.00	1.00	1.00	1.00
<b>TOTAL</b>			<b>129.50</b>	<b>128.50</b>	<b>128.50</b>	<b>128.50</b>	<b>128.50</b>
<b>RECREATION &amp; PARKS</b>							
Director	C		1.00	1.00	1.00	1.00	1.00
Coordinator, Activity Fund	M	S08	3.00	3.00	3.00	3.00	3.00
Coordinator	M	S07	2.00	2.00	2.00	2.00	2.00
Fiscal Specialist IV	M	S06	2.00	2.00	2.00	2.00	2.00
Manager, R & P Activity Fund	M	S10	1.00	1.00	1.00	1.00	1.00
Office Specialist	M	S02	1.00	1.00	1.00	1.00	1.00
Senior Office Special	M	S03	1.00	1.00	1.00	1.00	1.00
Senior Admin Coordinator	M	S05	1.00	1.00	1.00	1.00	1.00
Therapeutic Recreation Specialist	M	S08	1.00	1.00	1.00	1.00	1.00
<b>Parks Maintenance</b>							
Coordinator, Parks	M	S08	1.00	1.00	1.00	1.00	1.00
Groundskeeper	M	S02	5.00	5.00	5.00	5.00	5.00
Maintenance Crew Chief	M	S04	1.00	1.00	1.00	1.00	1.00
Maintenance Foreman	M	S06	4.00	4.00	4.00	4.00	4.00
Manager, Parks	M	S09	1.00	1.00	1.00	1.00	1.00
Senior Groundskeeper	M	S03	2.00	2.00	2.00	2.00	2.00
Senior Office Special	M	S03	1.00	1.00	1.00	1.00	1.00
Shop Foreman	M	S06	1.00	1.00	1.00	1.00	1.00
<b>Museum</b>							
Coordinator	M	S07	1.00	1.00	1.00	1.00	1.00
Museum Coordinator	M	S08	1.00	1.00	1.00	1.00	1.00
Museum Director	M	S10	1.00	1.00	1.00	1.00	1.00
Museum Specialist	M	S06	1.00	1.00	1.00	1.00	1.00
Museum Technician	M	S04	1.00	1.00	1.00	1.00	1.00
Museum Supervisor	M	S07	1.00	1.00	1.00	1.00	1.00
<b>Golf Course</b>							
Golf Course Foreman	R	S04	1.00	1.00	1.00	1.00	1.00
Groundskeeper, Golf Course	R	S02	3.00	3.00	3.00	3.00	3.00
Supervisor	R	S07	1.00	1.00	1.00	1.00	1.00
Food and Beverage Specialist	R	S03	1.00	1.00	1.00	1.00	1.00
Food Beverage Manager	R	S07	1.00	1.00	1.00	1.00	1.00
Manager, Golf Course	R	S09	1.00	1.00	1.00	1.00	1.00
<b>TOTAL</b>			<b>43.00</b>	<b>43.00</b>	<b>43.00</b>	<b>43.00</b>	<b>43.00</b>

POSITION		LEVEL	FY 2009 Adjusted	FY 2010 Approved	FY 2010 Adjusted	FY 2011 Request	FY 2011 Approved
<b>PUBLIC SAFETY</b>							
Director	C		1.00	1.00	1.00	1.00	1.00
Fire/EMS Volunteer Coordinator	G/R	S07	1.00	1.00	1.00	1.00	1.00
Admin Coordinator	G/R	S04	1.00	0.00	0.00	0.00	0.00
Emergency Management Manager	M	S09	1.00	1.00	1.00	1.00	1.00
Emergency Services Coordinator	M	S08	1.00	1.00	1.00	1.00	1.00
Office Manager	M	S07	1.00	1.00	1.00	1.00	1.00
Supervisor-Animal Control	M	S07	1.00	1.00	1.00	1.00	1.00
Animal Warden	M	S05	4.00	4.00	4.00	4.00	4.00
Emergency Planner	G	S08	1.00	1.00	1.00	1.00	1.00
Communications Specialist I	M	S04	7.00	7.00	7.00	7.00	7.00
Communications Specialist III	M	S06	6.00	6.00	6.00	6.00	6.00
Comm. Specialist III Ranks	M	S06	0.00	0.00	0.00	0.00	0.00
Comm. Specialist IV	M	S07	4.00	4.00	4.00	4.00	4.00
Comm. Specialist II	M	S05	7.00	7.00	7.00	7.00	7.00
Comm. Specialist II Ranks	M	S05	0.00	0.00	0.00	0.00	0.00
Fiscal Specialist II	M	S04	1.00	1.00	1.00	1.00	1.00
Manager	M	S10	1.00	1.00	1.00	1.00	1.00
Tech Service Coordinator	M	S08	1.00	1.00	1.00	1.00	1.00
Lead Technician - RF	M	S08	1.00	1.00	1.00	1.00	1.00
Radio Frequency Technician I	M	S06	2.00	2.00	2.00	2.00	2.00
<b>TOTAL</b>			<b>42.00</b>	<b>41.00</b>	<b>41.00</b>	<b>41.00</b>	<b>41.00</b>
<b>CIRCUIT COURT</b>							
Admin Coordinator	A	S04	1.00	1.00	1.00	1.00	1.00
Court Administrator	A	S09	1.00	1.00	1.00	1.00	1.00
Court Reporter	A	S08	1.00	1.00	1.00	1.00	1.00
Legal Assistant I	A	S04	1.00	1.00	1.00	1.00	1.00
Real Time Court Reporter	A	S10	1.00	1.00	1.00	1.00	1.00
Sr. Assignment Clerk	A	S06	1.00	1.00	1.00	1.00	1.00
Senior Legal Assistant	A/G	S06	3.00	3.00	3.00	3.00	3.00
Coordinator	G	S07	1.00	1.00	1.00	1.00	1.00
Bailiff	A		3.50	3.50	3.50	3.50	3.50
Chief Bailiff	A		0.50	0.50	0.50	0.50	0.50
<b>TOTAL</b>			<b>14.00</b>	<b>14.00</b>	<b>14.00</b>	<b>14.00</b>	<b>14.00</b>
<b>ORPHAN'S COURT</b>							
Judge	E		3.00	3.00	3.00	3.00	3.00
<b>TOTAL</b>			<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>
<b>SHERIFF'S DEPARTMENT</b>							
<b>Law Enforcement</b>							
Sheriff	E		1.00	1.00	1.00	1.00	1.00
<b>CIVILIAN</b>							
Admin Coordinator	M	S04	1.00	1.00	1.00	1.00	1.00
Armorer	M	S07	1.00	1.00	1.00	1.00	1.00
Civilian Administrator	M	S11	1.00	1.00	1.00	1.00	1.00
Civilian Training Instructor	M	S08	1.00	1.00	1.00	1.00	1.00
Classification Specialist	M	S04	4.00	4.00	4.00	4.00	4.00
Classification Specialist	G/M	S03	1.50	1.50	1.50	1.50	1.50

POSITION		LEVEL	FY 2009 Adjusted	FY 2010 Approved	FY 2010 Adjusted	FY 2011 Request	FY 2011 Approved
<b>SHERIFF'S DEPARTMENT CONT.</b>							
Coordinator	M	S08	1.00	1.00	1.00	1.00	1.00
Coordinator	G	S08	2.00	2.00	0.00	0.00	0.00
Coordinator	M	S07	0.00	0.00	0.00	2.00	1.00
Coordinator	M	S06	1.00	1.00	1.00	1.00	1.00
Court Security Officer	M	S05	6.00	6.00	6.00	6.00	6.00
Crime Lab Technician	M	S07	3.00	3.00	3.00	3.00	3.00
Fiscal Specialist II	M	S04	2.00	2.00	2.00	2.00	2.00
Fiscal Specialist IV	M	S06	1.00	1.00	1.00	1.00	1.00
Investigator	M	S06	1.00	1.00	1.00	1.00	1.00
Manager-Fiscal	M	S09	1.00	1.00	1.00	1.00	1.00
Police Services Specialist	M	S04	1.00	1.00	1.00	1.00	1.00
Process Server	M	S03	3.00	3.00	3.00	3.00	3.00
Property Specialist	M	S04	1.00	1.00	1.00	1.00	1.00
Security Specialist	M	S03	1.00	1.00	1.00	1.00	1.00
Senior Classification Specialist	M	S03	1.00	1.00	1.00	1.00	1.00
Senior Office Specialist	M	S03	2.00	2.00	2.00	2.00	2.00
Senior Administrative Coordinator	M	S05	1.00	1.00	1.00	1.00	1.00
Station clerks	M	S03	5.00	5.00	5.00	5.00	5.00
Supervisor	M	S06	2.00	2.00	2.00	2.00	2.00
Systems Administrator	M	IT II	1.00	1.00	1.00	1.00	1.00
<b>SWORN</b>							
Corporal	M/G	M07	39.00	39.00	39.00	39.00	39.00
Major	M	M06	1.00	1.00	1.00	1.00	1.00
Captain	M	M05	4.00	4.00	4.00	4.00	4.00
Lieutenant	M	M04	9.00	9.00	9.00	9.00	9.00
Sergeant	M	M03	17.00	17.00	17.00	17.00	17.00
Deputy First Class	M/G	M02	21.00	21.00	24.00	24.00	24.00
Deputy	M	M01	38.00	38.00	35.00	37.00	35.00
<b>Corrections</b>							
Admin Coordinator	M	S04	1.00	1.00	1.00	1.00	1.00
Coordinator	M	S08	1.00	1.00	1.00	2.00	1.00
Inmate Services Coordinator	M	S08	1.00	1.00	1.00	1.00	1.00
Captain/Warden	M	M05	1.00	1.00	1.00	1.00	1.00
Senior Office Specialist	M	S03	5.00	5.00	5.00	5.00	5.00
Sr. Administrative Coordinator	M	S05	1.00	1.00	1.00	1.00	1.00
<b>CORRECTIONAL OFFICERS</b>							
Captain	M	V07	3.00	3.00	3.00	3.00	3.00
Lieutenant	M	V05	5.00	5.00	5.00	5.00	5.00
Sergeant	M	V04	10.00	10.00	10.00	10.00	10.00
Corporal	M	V03	11.00	11.00	11.00	11.00	11.00
Correctional Officer First Class	M	V02	18.00	18.00	18.00	18.00	18.00
Correctional Officer	M	V01	29.00	35.00	35.00	45.00	35.00
<b>TOTAL</b>			<b>261.50</b>	<b>267.50</b>	<b>265.50</b>	<b>280.50</b>	<b>266.50</b>

POSITION		LEVEL	FY 2009 Adjusted	FY 2010 Approved	FY 2010 Adjusted	FY 2011 Request	FY 2011 Approved
<b>OFFICE OF STATE'S ATTORNEY</b>							
States Attorney	E		1.00	1.00	1.00	1.00	1.00
Deputy States Attorney	A		1.00	1.00	1.00	1.00	1.00
Asst. States Attorney	A		1.00	1.00	1.00	1.00	1.00
Asst. States Attorney I	A		1.00	1.00	1.00	1.00	1.00
Asst. States Attorney II	A/G		9.00	9.00	9.00	9.00	9.00
Victim/Witness Coordinator	M	S06	1.00	1.00	1.00	1.00	1.00
Program Manager	G	S08	1.00	1.00	1.00	1.00	1.00
Investigator	M	S09	1.00	1.00	1.00	1.00	1.00
Investigator	M	S07	1.00	1.00	1.00	1.00	1.00
Bad Check Coordinator	M	S05	1.00	1.00	1.00	1.00	1.00
Community Services Coordinator	M	S05	1.00	1.00	1.00	1.00	1.00
Domestic Violence Coordinator	M	S05	1.00	1.00	1.00	1.00	1.00
Fiscal Specialist III	M	S05	1.00	1.00	1.00	1.00	1.00
Legal Assistant II	M	S05	6.00	6.00	6.00	6.00	6.00
Senior Office Specialist	M	S03	1.00	1.00	1.00	1.00	1.00
Senior Legal Assistant	M/G	S06	1.00	1.00	1.00	1.00	1.00
Legal Assistant III	M	S06	1.00	1.00	1.00	1.00	1.00
Legal Assistant I	M/G	S04	2.00	2.00	3.00	3.00	3.00
Law Clerk	R	S06	1.00	1.00	1.00	1.00	1.00
<b>TOTAL</b>			<b>33.00</b>	<b>33.00</b>	<b>34.00</b>	<b>34.00</b>	<b>34.00</b>
<b>TREASURER</b>							
County Treasurer	E		1.00	1.00	1.00	1.00	1.00
Fiscal Technician	M	S07	1.00	1.00	1.00	1.00	1.00
Fiscal Specialist IV	M	S06	2.00	2.00	2.00	2.00	2.00
Fiscal Special III	M	S05	1.00	1.00	1.00	1.00	1.00
<b>TOTAL</b>			<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>
<b>SOCIAL SERVICES</b>							
Human Service Case Worker	M	S08	1.00	1.00	1.00	1.00	1.00
Senior Legal Assistant	G	S06	1.00	1.00	1.00	1.00	1.00
<b>TOTAL</b>			<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>
<b>ALCOHOL BEVERAGE OFFICE</b>							
Al Bev Bd Administrator	M	S05	1.00	1.00	1.00	1.00	1.00
Senior Office Specialist	M	S03	0.50	0.50	0.50	0.50	0.50
<b>TOTAL</b>			<b>1.50</b>	<b>1.50</b>	<b>1.50</b>	<b>1.50</b>	<b>1.50</b>
<b>ALCOHOL BEVERAGE BOARD</b>							
Chairman	A		1.00	1.00	1.00	1.00	1.00
Member	A		4.00	4.00	4.00	4.00	4.00
<b>TOTAL</b>			<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>
<b>BOARD OF ELECTIONS</b>							
Member	A		3.00	3.00	3.00	3.00	3.00
<b>TOTAL</b>			<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>

# St. Mary's County Salary Schedule

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
1	Annual Salary: \$23,296 Bi-Weekly Pay: \$896.00 Hourly Rate: \$11.20	\$23,878 \$918.40 \$11.48	\$24,544 \$944.00 \$11.80	\$25,147 \$967.20 \$12.09	\$25,709 \$988.80 \$12.36	\$26,333 \$1,012.80 \$12.66	\$26,978 \$1,037.60 \$12.97	\$27,539 \$1,059.20 \$13.24	\$28,163 \$1,083.20 \$13.54	\$28,725 \$1,104.80 \$13.81
2	Annual Salary: \$25,626 Bi-Weekly Pay: \$985.60 Hourly Rate: \$12.32	\$26,291 \$1,011.20 \$12.64	\$26,998 \$1,038.40 \$12.98	\$27,664 \$1,064.00 \$13.30	\$28,350 \$1,090.40 \$13.63	\$29,037 \$1,116.80 \$13.96	\$29,661 \$1,140.80 \$14.26	\$30,306 \$1,165.60 \$14.57	\$30,971 \$1,191.20 \$14.89	\$31,699 \$1,219.20 \$15.24
3	Annual Salary: \$28,246 Bi-Weekly Pay: \$1,086.40 Hourly Rate: \$13.58	\$28,891 \$1,111.20 \$13.89	\$29,682 \$1,141.60 \$14.27	\$30,410 \$1,169.60 \$14.62	\$31,117 \$1,196.80 \$14.96	\$31,907 \$1,227.20 \$15.34	\$32,614 \$1,254.40 \$15.68	\$33,363 \$1,283.20 \$16.04	\$34,133 \$1,312.80 \$16.41	\$34,840 \$1,340.00 \$16.75
4	Annual Salary: \$30,971 Bi-Weekly Pay: \$1,191.20 Hourly Rate: \$14.89	\$31,866 \$1,225.60 \$15.32	\$32,635 \$1,255.20 \$15.69	\$33,426 \$1,285.60 \$16.07	\$34,278 \$1,318.40 \$16.48	\$35,090 \$1,349.60 \$16.87	\$35,942 \$1,382.40 \$17.28	\$36,733 \$1,412.80 \$17.66	\$37,544 \$1,444.00 \$18.05	\$38,355 \$1,475.20 \$18.44
5	Annual Salary: \$33,426 Bi-Weekly Pay: \$1,285.60 Hourly Rate: \$16.07	\$34,424 \$1,324.00 \$16.55	\$35,402 \$1,361.60 \$17.02	\$36,338 \$1,397.60 \$17.47	\$37,294 \$1,434.40 \$17.93	\$38,314 \$1,473.60 \$18.42	\$39,250 \$1,509.60 \$18.87	\$40,186 \$1,545.60 \$19.32	\$41,205 \$1,584.80 \$19.81	\$42,182 \$1,622.40 \$20.28
6	Annual Salary: \$37,461 Bi-Weekly Pay: \$1,440.80 Hourly Rate: \$18.01	\$38,563 \$1,483.20 \$18.54	\$39,645 \$1,524.80 \$19.06	\$40,768 \$1,568.00 \$19.60	\$41,829 \$1,608.80 \$20.11	\$42,931 \$1,651.20 \$20.64	\$43,992 \$1,692.00 \$21.15	\$45,032 \$1,732.00 \$21.65	\$46,176 \$1,776.00 \$22.20	\$47,195 \$1,815.20 \$22.69
7	Annual Salary: \$41,184 Bi-Weekly Pay: \$1,584.00 Hourly Rate: \$19.80	\$42,432 \$1,632.00 \$20.40	\$43,763 \$1,683.20 \$21.04	\$45,032 \$1,732.00 \$21.65	\$46,342 \$1,782.40 \$22.28	\$47,715 \$1,835.20 \$22.94	\$48,984 \$1,884.00 \$23.55	\$50,253 \$1,932.80 \$24.16	\$51,584 \$1,984.00 \$24.80	\$52,874 \$2,033.60 \$25.42
8	Annual Salary: \$46,134 Bi-Weekly Pay: \$1,774.40 Hourly Rate: \$22.18	\$47,611 \$1,831.20 \$22.89	\$49,026 \$1,885.60 \$23.57	\$50,482 \$1,941.60 \$24.27	\$51,896 \$1,996.00 \$24.95	\$53,456 \$2,056.00 \$25.70	\$54,891 \$2,111.20 \$26.39	\$56,306 \$2,165.60 \$27.07	\$57,782 \$2,222.40 \$27.78	\$59,259 \$2,279.20 \$28.49
9	Annual Salary: \$49,670 Bi-Weekly Pay: \$1,910.40 Hourly Rate: \$23.88	\$51,563 \$1,983.20 \$24.79	\$53,435 \$2,055.20 \$25.69	\$55,203 \$2,123.20 \$26.54	\$57,075 \$2,195.20 \$27.44	\$58,864 \$2,264.00 \$28.30	\$60,715 \$2,335.20 \$29.19	\$62,566 \$2,406.40 \$30.08	\$64,418 \$2,477.60 \$30.97	\$66,269 \$2,548.80 \$31.86
10	Annual Salary: \$57,200 Bi-Weekly Pay: \$2,200.00 Hourly Rate: \$27.50	\$59,301 \$2,280.80 \$28.51	\$61,422 \$2,362.40 \$29.53	\$63,461 \$2,440.80 \$30.51	\$65,562 \$2,521.60 \$31.52	\$67,725 \$2,604.80 \$32.56	\$69,784 \$2,684.00 \$33.55	\$71,885 \$2,764.80 \$34.56	\$74,048 \$2,848.00 \$35.60	\$76,170 \$2,929.60 \$36.62
11	Annual Salary: \$65,728 Bi-Weekly Pay: \$2,528.00 Hourly Rate: \$31.60	\$68,120 \$2,620.00 \$32.75	\$70,554 \$2,713.60 \$33.92	\$73,070 \$2,810.40 \$35.13	\$75,504 \$2,904.00 \$36.30	\$77,917 \$2,996.80 \$37.46	\$80,350 \$3,090.40 \$38.63	\$82,742 \$3,182.40 \$39.78	\$85,176 \$3,276.00 \$40.95	\$87,589 \$3,368.80 \$42.11

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# St. Mary's County Salary Schedule

Grade	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18	Step 19	Step 20
1	Annual Salary: \$29,370 Bi-Weekly Pay: \$1,129.60 Hourly Rate: \$14.12	\$30,014 \$1,154.40 \$14.43	\$30,576 \$1,176.00 \$14.70	\$31,138 \$1,197.60 \$14.97	\$31,845 \$1,224.80 \$15.31	\$32,406 \$1,246.40 \$15.58	\$32,989 \$1,268.80 \$15.86	\$33,613 \$1,292.80 \$16.16	\$34,237 \$1,316.80 \$16.46	\$34,986 \$1,345.60 \$16.82
2	Annual Salary: \$32,365 Bi-Weekly Pay: \$1,244.80 Hourly Rate: \$15.56	\$32,989 \$1,268.80 \$15.86	\$33,675 \$1,295.20 \$16.19	\$34,362 \$1,321.60 \$16.52	\$35,048 \$1,348.00 \$16.85	\$35,693 \$1,372.80 \$17.16	\$36,358 \$1,398.40 \$17.48	\$37,086 \$1,426.40 \$17.83	\$37,731 \$1,451.20 \$18.14	\$38,459 \$1,479.20 \$18.49
3	Annual Salary: \$35,568 Bi-Weekly Pay: \$1,368.00 Hourly Rate: \$17.10	\$36,296 \$1,396.00 \$17.45	\$37,086 \$1,426.40 \$17.83	\$37,773 \$1,452.80 \$18.16	\$38,542 \$1,482.40 \$18.53	\$39,250 \$1,509.60 \$18.87	\$39,978 \$1,537.60 \$19.22	\$40,768 \$1,568.00 \$19.60	\$41,434 \$1,593.60 \$19.92	\$42,286 \$1,626.40 \$20.33
4	Annual Salary: \$39,146 Bi-Weekly Pay: \$1,505.60 Hourly Rate: \$18.82	\$39,978 \$1,537.60 \$19.22	\$40,810 \$1,569.60 \$19.62	\$41,600 \$1,600.00 \$20.00	\$42,370 \$1,629.60 \$20.37	\$43,243 \$1,663.20 \$20.79	\$44,034 \$1,693.60 \$21.17	\$44,803 \$1,723.20 \$21.54	\$45,698 \$1,757.60 \$21.97	\$46,488 \$1,788.00 \$22.35
5	Annual Salary: \$43,118 Bi-Weekly Pay: \$1,658.40 Hourly Rate: \$20.73	\$44,096 \$1,696.00 \$21.20	\$45,032 \$1,732.00 \$21.65	\$46,072 \$1,772.00 \$22.15	\$47,008 \$1,808.00 \$22.60	\$47,965 \$1,844.80 \$23.06	\$48,942 \$1,882.40 \$23.53	\$49,962 \$1,921.60 \$24.02	\$50,898 \$1,957.60 \$24.47	\$51,813 \$1,992.80 \$24.91
6	Annual Salary: \$48,381 Bi-Weekly Pay: \$1,860.80 Hourly Rate: \$23.26	\$49,400 \$1,900.00 \$23.75	\$50,482 \$1,941.60 \$24.27	\$51,584 \$1,984.00 \$24.80	\$52,686 \$2,026.40 \$25.33	\$53,768 \$2,068.00 \$25.85	\$54,850 \$2,109.60 \$26.37	\$55,890 \$2,149.60 \$26.87	\$56,900 \$2,193.60 \$27.42	\$58,053 \$2,232.80 \$27.91
7	Annual Salary: \$54,142 Bi-Weekly Pay: \$2,082.40 Hourly Rate: \$26.03	\$55,515 \$2,135.20 \$26.69	\$56,826 \$2,185.60 \$27.32	\$58,074 \$2,233.60 \$27.92	\$59,426 \$2,285.60 \$28.57	\$60,715 \$2,335.20 \$29.19	\$62,005 \$2,384.80 \$29.81	\$63,315 \$2,435.20 \$30.44	\$64,605 \$2,484.80 \$31.06	\$65,811 \$2,531.20 \$31.64
8	Annual Salary: \$60,694 Bi-Weekly Pay: \$2,334.40 Hourly Rate: \$29.18	\$62,150 \$2,390.40 \$29.88	\$63,606 \$2,446.40 \$30.58	\$65,083 \$2,503.20 \$31.29	\$66,518 \$2,558.40 \$31.98	\$67,995 \$2,615.20 \$32.69	\$69,472 \$2,672.00 \$33.40	\$70,886 \$2,726.40 \$34.08	\$72,342 \$2,782.40 \$34.78	\$73,736 \$2,836.00 \$35.45
9	Annual Salary: \$68,037 Bi-Weekly Pay: \$2,616.80 Hourly Rate: \$32.71	\$69,846 \$2,686.40 \$33.58	\$71,718 \$2,758.40 \$34.48	\$73,549 \$2,828.80 \$35.36	\$75,421 \$2,900.80 \$36.26	\$77,230 \$2,970.40 \$37.13	\$79,082 \$3,041.60 \$38.02	\$80,912 \$3,112.00 \$38.90	\$82,742 \$3,182.40 \$39.78	\$84,490 \$3,249.60 \$40.62
10	Annual Salary: \$78,250 Bi-Weekly Pay: \$3,009.60 Hourly Rate: \$37.62	\$80,371 \$3,091.20 \$38.64	\$82,430 \$3,170.40 \$39.63	\$84,510 \$3,250.40 \$40.63	\$86,590 \$3,330.40 \$41.63	\$88,754 \$3,413.60 \$42.67	\$90,854 \$3,494.40 \$43.68	\$92,934 \$3,574.40 \$44.68	\$95,056 \$3,656.00 \$45.70	\$97,178 \$3,737.60 \$46.72
11	Annual Salary: \$90,022 Bi-Weekly Pay: \$3,462.40 Hourly Rate: \$43.28	\$92,498 \$3,557.60 \$44.47	\$94,890 \$3,649.60 \$45.62	\$97,302 \$3,742.40 \$46.78	\$99,757 \$3,836.80 \$47.96	\$102,128 \$3,928.00 \$49.10	\$104,562 \$4,021.60 \$50.27	\$106,974 \$4,114.40 \$51.43	\$109,429 \$4,208.80 \$52.61	\$111,738 \$4,297.60 \$53.72

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# St. Mary's County Salary Schedule - Engineering

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
Annual Salary:	\$44,491	\$45,656	\$46,821	\$47,985	\$49,150	\$50,274	\$51,459	\$52,666	\$53,810	\$54,954
Bi-Weekly Pay:	\$1,711.20	\$1,756.00	\$1,800.80	\$1,844.80	\$1,890.40	\$1,933.60	\$1,979.20	\$2,025.60	\$2,069.60	\$2,113.60
Hourly Rate:	\$21.39	\$21.95	\$22.51	\$23.06	\$23.63	\$24.17	\$24.74	\$25.32	\$25.87	\$26.42
Annual Salary:	\$56,222	\$57,845	\$59,467	\$61,110	\$62,733	\$64,376	\$65,936	\$67,642	\$69,222	\$70,845
Bi-Weekly Pay:	\$2,162.40	\$2,224.80	\$2,287.20	\$2,350.40	\$2,412.80	\$2,476.00	\$2,536.00	\$2,601.60	\$2,662.40	\$2,724.80
Hourly Rate:	\$27.03	\$27.81	\$28.59	\$29.38	\$30.16	\$30.95	\$31.70	\$32.52	\$33.28	\$34.06
Annual Salary:	\$63,523	\$65,562	\$67,558	\$69,555	\$71,552	\$73,549	\$75,608	\$77,522	\$79,560	\$81,557
Bi-Weekly Pay:	\$2,443.20	\$2,521.60	\$2,598.40	\$2,675.20	\$2,752.00	\$2,828.80	\$2,908.00	\$2,981.60	\$3,060.00	\$3,136.80
Hourly Rate:	\$30.54	\$31.52	\$32.48	\$33.44	\$34.40	\$35.36	\$36.35	\$37.27	\$38.25	\$39.21
Annual Salary:	\$74,818	\$77,355	\$79,997	\$82,493	\$85,030	\$87,610	\$90,147	\$92,726	\$95,243	\$97,843
Bi-Weekly Pay:	\$2,877.60	\$2,975.20	\$3,076.80	\$3,172.80	\$3,270.40	\$3,369.60	\$3,467.20	\$3,566.40	\$3,663.20	\$3,763.20
Hourly Rate:	\$35.97	\$37.19	\$38.46	\$39.66	\$40.88	\$42.12	\$43.34	\$44.58	\$45.79	\$47.04

Grade	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18	Step 19	Step 20
Annual Salary:	\$56,139	\$57,304	\$58,448	\$59,592	\$60,757	\$61,942	\$63,045	\$64,272	\$65,437	\$66,664
Bi-Weekly Pay:	\$2,159.20	\$2,204.00	\$2,248.00	\$2,292.00	\$2,336.80	\$2,382.40	\$2,424.80	\$2,472.00	\$2,516.80	\$2,564.00
Hourly Rate:	\$26.99	\$27.55	\$28.10	\$28.65	\$29.21	\$29.78	\$30.31	\$30.90	\$31.46	\$32.05
Annual Salary:	\$72,446	\$74,110	\$75,733	\$77,334	\$78,998	\$80,600	\$82,222	\$83,886	\$85,530	\$87,152
Bi-Weekly Pay:	\$2,786.40	\$2,850.40	\$2,912.80	\$2,974.40	\$3,038.40	\$3,100.00	\$3,162.40	\$3,226.40	\$3,289.60	\$3,352.00
Hourly Rate:	\$34.83	\$35.63	\$36.41	\$37.18	\$37.98	\$38.75	\$39.53	\$40.33	\$41.12	\$41.90
Annual Salary:	\$83,595	\$85,613	\$87,589	\$89,648	\$91,603	\$93,579	\$95,597	\$97,594	\$99,653	\$101,712
Bi-Weekly Pay:	\$3,215.20	\$3,292.80	\$3,368.80	\$3,448.00	\$3,523.20	\$3,599.20	\$3,676.80	\$3,753.60	\$3,832.80	\$3,912.00
Hourly Rate:	\$40.19	\$41.16	\$42.11	\$43.10	\$44.04	\$44.99	\$45.96	\$46.92	\$47.91	\$48.90
Annual Salary:	\$100,422	\$102,939	\$105,581	\$108,056	\$110,635	\$113,214	\$115,773	\$118,310	\$120,848	\$123,469
Bi-Weekly Pay:	\$3,862.40	\$3,959.20	\$4,060.80	\$4,156.00	\$4,255.20	\$4,354.40	\$4,452.80	\$4,550.40	\$4,648.00	\$4,748.80
Hourly Rate:	\$48.28	\$49.49	\$50.76	\$51.95	\$53.19	\$54.43	\$55.66	\$56.88	\$58.10	\$59.36

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# St. Mary's County Salary Schedule - Information Technology

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
Annual Salary:	\$36,026	\$36,962	\$37,918	\$38,854	\$39,790	\$40,768	\$41,662	\$42,640	\$43,555	\$44,491
Bi-Weekly Pay:	\$1,385.60	\$1,421.60	\$1,458.40	\$1,494.40	\$1,530.40	\$1,568.00	\$1,602.40	\$1,640.00	\$1,675.20	\$1,711.20
Hourly Rate:	\$17.32	\$17.77	\$18.23	\$18.68	\$19.13	\$19.60	\$20.03	\$20.50	\$20.94	\$21.39
Annual Salary:	\$45,926	\$47,237	\$48,610	\$49,962	\$51,251	\$52,603	\$53,934	\$55,245	\$56,576	\$57,907
Bi-Weekly Pay:	\$1,766.40	\$1,816.80	\$1,869.60	\$1,921.60	\$1,971.20	\$2,023.20	\$2,074.40	\$2,124.80	\$2,176.00	\$2,227.20
Hourly Rate:	\$22.08	\$22.71	\$23.37	\$24.02	\$24.64	\$25.29	\$25.93	\$26.56	\$27.20	\$27.84
Annual Salary:	\$54,080	\$55,765	\$57,512	\$59,238	\$60,923	\$62,650	\$64,376	\$66,102	\$67,787	\$69,472
Bi-Weekly Pay:	\$2,080.00	\$2,144.80	\$2,212.00	\$2,278.40	\$2,343.20	\$2,409.60	\$2,476.00	\$2,542.40	\$2,607.20	\$2,672.00
Hourly Rate:	\$26.00	\$26.81	\$27.65	\$28.48	\$29.29	\$30.12	\$30.95	\$31.78	\$32.59	\$33.40
Annual Salary:	\$66,373	\$68,494	\$70,554	\$72,654	\$74,755	\$76,898	\$78,936	\$80,995	\$83,096	\$85,197
Bi-Weekly Pay:	\$2,552.80	\$2,634.40	\$2,713.60	\$2,794.40	\$2,875.20	\$2,957.60	\$3,036.00	\$3,115.20	\$3,196.00	\$3,276.80
Hourly Rate:	\$31.91	\$32.93	\$33.92	\$34.93	\$35.94	\$36.97	\$37.95	\$38.94	\$39.95	\$40.96
Grade	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18	Step 19	Step 20
Annual Salary:	\$45,427	\$46,363	\$47,299	\$48,339	\$49,213	\$50,170	\$51,126	\$52,021	\$52,998	\$54,018
Bi-Weekly Pay:	\$1,747.20	\$1,783.20	\$1,819.20	\$1,859.20	\$1,892.80	\$1,929.60	\$1,966.40	\$2,000.80	\$2,038.40	\$2,077.60
Hourly Rate:	\$21.84	\$22.29	\$22.74	\$23.24	\$23.66	\$24.12	\$24.58	\$25.01	\$25.48	\$25.97
Annual Salary:	\$59,259	\$60,570	\$61,922	\$63,211	\$64,563	\$65,853	\$67,246	\$68,557	\$69,846	\$71,240
Bi-Weekly Pay:	\$2,279.20	\$2,329.60	\$2,381.60	\$2,431.20	\$2,483.20	\$2,532.80	\$2,586.40	\$2,636.80	\$2,686.40	\$2,740.00
Hourly Rate:	\$28.49	\$29.12	\$29.77	\$30.39	\$31.04	\$31.66	\$32.33	\$32.96	\$33.58	\$34.25
Annual Salary:	\$71,198	\$72,904	\$74,589	\$76,294	\$78,000	\$79,664	\$81,349	\$83,096	\$84,822	\$86,528
Bi-Weekly Pay:	\$2,738.40	\$2,804.00	\$2,868.80	\$2,934.40	\$3,000.00	\$3,064.00	\$3,128.80	\$3,196.00	\$3,262.40	\$3,328.00
Hourly Rate:	\$34.23	\$35.05	\$35.86	\$36.68	\$37.50	\$38.30	\$39.11	\$39.95	\$40.78	\$41.60
Annual Salary:	\$87,318	\$89,378	\$91,478	\$93,579	\$95,659	\$97,781	\$99,861	\$101,941	\$104,062	\$106,184
Bi-Weekly Pay:	\$3,358.40	\$3,437.60	\$3,518.40	\$3,599.20	\$3,679.20	\$3,760.80	\$3,840.80	\$3,920.80	\$4,002.40	\$4,084.00
Hourly Rate:	\$41.98	\$42.97	\$43.98	\$44.99	\$45.99	\$47.01	\$48.01	\$49.01	\$50.03	\$51.05

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# St. Mary's County Salary Schedule - Corrections

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
<b>Correctional Officer</b>										
CO	Annual Salary: \$38,459	\$39,250	\$40,102	\$40,914	\$41,683	\$42,474	\$43,347	\$44,179	\$44,990	\$45,822
VO1	Bi-Weekly Pay: \$1,479.20	\$1,509.60	\$1,542.40	\$1,573.60	\$1,603.20	\$1,633.60	\$1,667.20	\$1,699.20	\$1,730.40	\$1,762.40
	Hourly Rate: \$18.49	\$18.87	\$19.28	\$19.67	\$20.04	\$20.42	\$20.84	\$21.24	\$21.63	\$22.03
<b>Correctional Officer First Class</b>										
CO1	Annual Salary: \$43,098	\$43,992	\$44,907	\$45,802	\$46,675	\$47,611	\$48,526	\$49,379	\$50,253	\$51,189
VO2	Bi-Weekly Pay: \$1,657.60	\$1,692.00	\$1,727.20	\$1,761.60	\$1,795.20	\$1,831.20	\$1,866.40	\$1,899.20	\$1,932.80	\$1,968.80
	Hourly Rate: \$20.72	\$21.15	\$21.59	\$22.02	\$22.44	\$22.89	\$23.33	\$23.74	\$24.16	\$24.61
<b>Corporal</b>										
CO II	Annual Salary: \$45,386	\$46,363	\$47,341	\$48,339	\$49,213	\$50,211	\$51,189	\$52,166	\$53,082	\$54,059
VO3	Bi-Weekly Pay: \$1,745.60	\$1,783.20	\$1,820.80	\$1,859.20	\$1,892.80	\$1,931.20	\$1,968.80	\$2,006.40	\$2,041.60	\$2,079.20
	Hourly Rate: \$21.82	\$22.29	\$22.76	\$23.24	\$23.66	\$24.14	\$24.61	\$25.08	\$25.52	\$25.99
<b>Sergeant</b>										
CO III	Annual Salary: \$48,630	\$49,608	\$50,710	\$51,667	\$52,728	\$53,768	\$54,787	\$55,786	\$56,846	\$57,845
VO4	Bi-Weekly Pay: \$1,870.40	\$1,908.00	\$1,950.40	\$1,987.20	\$2,028.00	\$2,068.00	\$2,107.20	\$2,145.60	\$2,186.40	\$2,224.80
	Hourly Rate: \$23.38	\$23.85	\$24.38	\$24.84	\$25.35	\$25.85	\$26.34	\$26.82	\$27.33	\$27.81
<b>Lieutenant</b>										
CO IV	Annual Salary: \$52,957	\$54,059	\$55,120	\$56,306	\$57,387	\$58,531	\$59,654	\$60,715	\$61,859	\$62,878
VO5	Bi-Weekly Pay: \$2,036.80	\$2,079.20	\$2,120.00	\$2,165.60	\$2,207.20	\$2,251.20	\$2,294.40	\$2,335.20	\$2,379.20	\$2,418.40
	Hourly Rate: \$25.46	\$25.99	\$26.50	\$27.07	\$27.59	\$28.14	\$28.68	\$29.19	\$29.74	\$30.23
<b>Captain</b>										
CO V	Annual Salary: \$62,338	\$63,606	\$64,938	\$66,248	\$67,538	\$68,848	\$70,158	\$71,469	\$72,758	\$74,090
VO7	Bi-Weekly Pay: \$2,397.60	\$2,446.40	\$2,497.60	\$2,548.00	\$2,597.60	\$2,648.00	\$2,698.40	\$2,748.80	\$2,798.40	\$2,849.60
	Hourly Rate: \$29.97	\$30.58	\$31.22	\$31.85	\$32.47	\$33.10	\$33.73	\$34.36	\$34.98	\$35.62

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# St. Mary's County Salary Schedule - Corrections

Grade	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18	Step 19	Step 20
<b>Correctional Officer</b>										
CO	Annual Salary:	\$46,634	\$47,403	\$48,277	\$49,067	\$49,941	\$50,731	\$51,542	\$52,333	\$53,144
VO1	Bi-Weekly Pay:	\$1,793.60	\$1,823.20	\$1,856.80	\$1,887.20	\$1,920.80	\$1,951.20	\$1,982.40	\$2,012.80	\$2,044.00
	Hourly Rate:	\$22.42	\$22.79	\$23.21	\$23.59	\$24.01	\$24.39	\$24.78	\$25.16	\$25.55
<b>Correctional Officer First Class</b>										
CO I	Annual Salary:	\$52,062	\$52,998	\$53,893	\$54,808	\$55,723	\$56,576	\$57,450	\$58,427	\$59,342
VO2	Bi-Weekly Pay:	\$2,002.40	\$2,038.40	\$2,072.80	\$2,108.00	\$2,143.20	\$2,176.00	\$2,209.60	\$2,247.20	\$2,282.40
	Hourly Rate:	\$25.03	\$25.48	\$25.91	\$26.35	\$26.79	\$27.20	\$27.62	\$28.09	\$28.53
<b>Corporal</b>										
CO II	Annual Salary:	\$54,974	\$55,931	\$56,950	\$57,866	\$58,802	\$59,800	\$60,715	\$61,714	\$62,650
VO3	Bi-Weekly Pay:	\$2,114.40	\$2,151.20	\$2,190.40	\$2,225.60	\$2,261.60	\$2,300.00	\$2,335.20	\$2,373.60	\$2,409.60
	Hourly Rate:	\$26.43	\$26.89	\$27.38	\$27.82	\$28.27	\$28.75	\$29.19	\$29.67	\$30.12
<b>Sergeant</b>										
CO III	Annual Salary:	\$58,864	\$59,925	\$60,923	\$61,963	\$63,003	\$64,022	\$65,021	\$66,123	\$67,080
VO4	Bi-Weekly Pay:	\$2,264.00	\$2,304.80	\$2,343.20	\$2,383.20	\$2,423.20	\$2,462.40	\$2,500.80	\$2,543.20	\$2,580.00
	Hourly Rate:	\$28.30	\$28.81	\$29.29	\$29.79	\$30.29	\$30.78	\$31.26	\$31.79	\$32.25
<b>Lieutenant</b>										
CO IV	Annual Salary:	\$64,043	\$65,146	\$66,269	\$67,392	\$68,515	\$69,638	\$70,762	\$71,843	\$72,925
VO5	Bi-Weekly Pay:	\$2,463.20	\$2,505.60	\$2,548.80	\$2,592.00	\$2,635.20	\$2,678.40	\$2,721.60	\$2,763.20	\$2,804.80
	Hourly Rate:	\$30.79	\$31.32	\$31.86	\$32.40	\$32.94	\$33.48	\$34.02	\$34.54	\$35.06
<b>Captain</b>										
CO V	Annual Salary:	\$75,421	\$76,710	\$78,021	\$79,352	\$80,642	\$81,973	\$83,262	\$84,510	\$85,862
VO7	Bi-Weekly Pay:	\$2,900.80	\$2,950.40	\$3,000.80	\$3,052.00	\$3,101.60	\$3,152.80	\$3,202.40	\$3,250.40	\$3,302.40
	Hourly Rate:	\$36.26	\$36.88	\$37.51	\$38.15	\$38.77	\$39.41	\$40.03	\$40.63	\$41.28

Effective July 1, 2010  
0% COLA

# St. Mary's County Salary Schedule - Law Enforcement

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
DEP 1 MO1	Annual Salary: \$40,955 Bi-Weekly Pay: \$1,575.20 Hourly Rate: \$19.69	\$43,056 \$1,656.00 \$20.70	\$45,344 \$1,744.00 \$21.80	\$47,757 \$1,836.80 \$22.96	\$50,419 \$1,939.20 \$24.24	\$51,355 \$1,975.20 \$24.69	\$52,270 \$2,010.40 \$25.13	\$53,290 \$2,049.60 \$25.62	\$55,328 \$2,128.00 \$26.60	\$56,430 \$2,170.40 \$27.13
DFC 2 MO2	Annual Salary: \$43,784 Bi-Weekly Pay: \$1,684.00 Hourly Rate: \$21.05	\$46,114 \$1,773.60 \$22.17	\$48,589 \$1,868.80 \$23.36	\$51,314 \$1,973.60 \$24.67	\$54,163 \$2,083.20 \$26.04	\$55,120 \$2,120.00 \$26.50	\$56,160 \$2,160.00 \$27.00	\$57,283 \$2,203.20 \$27.54	\$59,384 \$2,284.00 \$28.55	\$60,570 \$2,329.60 \$29.12
CPL 7 MO7	Annual Salary: \$46,862 Bi-Weekly Pay: \$1,802.40 Hourly Rate: \$22.53	\$49,442 \$1,901.60 \$23.77	\$52,166 \$2,006.40 \$25.08	\$55,058 \$2,117.60 \$26.47	\$58,157 \$2,236.80 \$27.96	\$59,259 \$2,279.20 \$28.49	\$60,362 \$2,321.60 \$29.02	\$61,526 \$2,366.40 \$29.58	\$63,731 \$2,451.20 \$30.64	\$64,958 \$2,498.40 \$31.23
SGT 3 MO3	Annual Salary: \$50,336 Bi-Weekly Pay: \$1,936.00 Hourly Rate: \$24.20	\$53,082 \$2,041.60 \$25.52	\$56,056 \$2,156.00 \$26.95	\$59,197 \$2,276.80 \$28.46	\$62,525 \$2,404.80 \$30.06	\$63,690 \$2,449.60 \$30.62	\$64,875 \$2,495.20 \$31.19	\$66,144 \$2,544.00 \$31.80	\$68,432 \$2,632.00 \$32.90	\$69,742 \$2,682.40 \$33.53
LT 4 MO4	Annual Salary: \$54,018 Bi-Weekly Pay: \$2,077.60 Hourly Rate: \$25.97	\$57,054 \$2,194.40 \$27.43	\$60,258 \$2,317.60 \$28.97	\$63,627 \$2,447.20 \$30.59	\$67,184 \$2,584.00 \$32.30	\$68,536 \$2,636.00 \$32.95	\$69,742 \$2,682.40 \$33.53	\$71,115 \$2,735.20 \$34.19	\$73,486 \$2,826.40 \$35.33	\$74,922 \$2,881.60 \$36.02
CAPT 5 MO5	Annual Salary: \$63,336 Bi-Weekly Pay: \$2,436.00 Hourly Rate: \$30.45	\$66,706 \$2,565.60 \$32.07	\$70,283 \$2,703.20 \$33.79	\$74,069 \$2,848.80 \$35.61	\$78,000 \$3,000.00 \$37.50	\$79,414 \$3,054.40 \$38.18	\$80,850 \$3,109.60 \$38.87	\$82,410 \$3,169.60 \$39.62	\$84,989 \$3,268.80 \$40.86	\$86,590 \$3,330.40 \$41.63
MAJ 6 MO6	Annual Salary: \$67,829 Bi-Weekly Pay: \$2,608.80 Hourly Rate: \$32.61	\$71,490 \$2,749.60 \$34.37	\$75,317 \$2,896.80 \$36.21	\$79,310 \$3,050.40 \$38.13	\$83,574 \$3,214.40 \$40.18	\$85,114 \$3,273.60 \$40.92	\$86,653 \$3,332.80 \$41.66	\$88,338 \$3,397.60 \$42.47	\$91,000 \$3,500.00 \$43.75	\$92,747 \$3,567.20 \$44.59

Effective July 1, 2010  
0% COLA

# St. Mary's County Salary Schedule - Law Enforcement

Grade	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18	Step 19	Step 20
DEP	Annual Salary:	\$57,491	\$58,614	\$59,758	\$60,882	\$62,088	\$63,315	\$64,522	\$65,790	\$67,080
1	Bi-Weekly Pay:	\$2,211.20	\$2,254.40	\$2,298.40	\$2,341.60	\$2,388.00	\$2,435.20	\$2,481.60	\$2,530.40	\$2,580.00
MO1	Hourly Rate:	\$27.64	\$28.18	\$28.73	\$29.27	\$29.85	\$30.44	\$31.02	\$31.63	\$32.25
DFC	Annual Salary:	\$61,693	\$62,899	\$64,126	\$65,354	\$66,643	\$67,954	\$69,243	\$70,595	\$71,989
2	Bi-Weekly Pay:	\$2,372.80	\$2,419.20	\$2,466.40	\$2,513.60	\$2,563.20	\$2,613.60	\$2,663.20	\$2,715.20	\$2,768.80
MO2	Hourly Rate:	\$29.66	\$30.24	\$30.83	\$31.42	\$32.04	\$32.67	\$33.29	\$33.94	\$34.61
CPL	Annual Salary:	\$66,206	\$67,475	\$68,806	\$70,158	\$71,531	\$72,925	\$74,339	\$75,754	\$77,210
7	Bi-Weekly Pay:	\$2,546.40	\$2,595.20	\$2,646.40	\$2,698.40	\$2,751.20	\$2,804.80	\$2,859.20	\$2,913.60	\$2,969.60
MO7	Hourly Rate:	\$31.83	\$32.44	\$33.08	\$33.73	\$34.39	\$35.06	\$35.74	\$36.42	\$37.12
SGT	Annual Salary:	\$71,115	\$72,530	\$73,944	\$75,317	\$76,773	\$78,229	\$79,747	\$81,266	\$82,867
3	Bi-Weekly Pay:	\$2,735.20	\$2,789.60	\$2,844.00	\$2,896.80	\$2,952.80	\$3,008.80	\$3,067.20	\$3,125.60	\$3,187.20
MO3	Hourly Rate:	\$34.19	\$34.87	\$35.55	\$36.21	\$36.91	\$37.61	\$38.34	\$39.07	\$39.84
LT	Annual Salary:	\$76,357	\$77,813	\$79,290	\$80,829	\$82,389	\$83,970	\$85,550	\$87,235	\$88,920
4	Bi-Weekly Pay:	\$2,936.80	\$2,992.80	\$3,049.60	\$3,108.80	\$3,168.80	\$3,229.60	\$3,290.40	\$3,355.20	\$3,420.00
MO4	Hourly Rate:	\$36.71	\$37.41	\$38.12	\$38.86	\$39.61	\$40.37	\$41.13	\$41.94	\$42.75
CAPT	Annual Salary:	\$88,296	\$89,960	\$91,728	\$93,496	\$95,306	\$97,136	\$99,008	\$100,922	\$102,898
5	Bi-Weekly Pay:	\$3,396.00	\$3,460.00	\$3,528.00	\$3,596.00	\$3,665.60	\$3,736.00	\$3,808.00	\$3,881.60	\$3,957.60
MO5	Hourly Rate:	\$42.45	\$43.25	\$44.10	\$44.95	\$45.82	\$46.70	\$47.60	\$48.52	\$49.47
MAJ	Annual Salary:	\$94,515	\$96,387	\$98,259	\$100,131	\$102,045	\$104,062	\$106,059	\$108,118	\$110,240
6	Bi-Weekly Pay:	\$3,635.20	\$3,707.20	\$3,779.20	\$3,851.20	\$3,924.80	\$4,002.40	\$4,079.20	\$4,158.40	\$4,240.00
MO6	Hourly Rate:	\$45.44	\$46.34	\$47.24	\$48.14	\$49.06	\$50.03	\$50.99	\$51.98	\$53.00

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## TAX INFORMATION

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**ST. MARY'S COUNTY TAX RATES**

<b>Tax</b>	<b>Basis</b>	<b>FY2010 Approved Rate</b>	<b>FY2011 Approved Rate</b>
Property Tax	Per \$100 of assessed value	0.857	0.857
Local Income Tax	Percentage of taxable income	3.00%	3.00%
Admissions & Amusement Tax	Percentage of receipts	2%	2%
Recordation Tax	Per each \$500 of value when property is sold and title recorded	\$4.00	\$4.00
Transfer Tax	Property transfer value	1%	1%
Trailer Park Tax	Space rental receipts	10%	10%
Cable T.V. Franchise Tax	Percentage of subscriber revenues	5%	5%
911 Fee (Local)	Monthly telephone bill	75¢	75¢
Public Accommodations Tax	Percentage of transient charge	5%	5%
<b>Energy Taxes:</b>			
Electricity Tax	% of the billed unit charge per kilowatt-hour	1.25%	1.25%
Fuel Oil	% of the billed unit charge per gallon	1.25%	1.25%
Liquefied Petroleum	% of the billed unit charge per gallon	1.25%	1.25%
Natural Gas	% of the billed unit sales	1.25%	1.25%
<b>Impact Fees:</b>			
Schools	Per residential dwelling unit	\$3,375	\$3,375
Parks	Per residential dwelling unit	\$675	\$675
Roads	Per residential dwelling unit	\$450	\$450
Total Impact Fees		\$4,500	\$4,500

# COMPARISON OF SELECTED TAXES AND FEES BY SUBDIVISION - FY 2010

Subdivision	Real Property Tax (1)	Homestead Property Tax Credit	Local Income Tax (2)	Recorda- tion Tax	Local Transfer Tax	Admissions & Amusement Tax	Trailer Park Tax	Local "911" Fee	Hotel/ Motel Tax	Single Dwelling Impact Fee	Residential Energy Taxes	Cable Tax
ALLEGANY	0.983	7%	3.05%	\$3.25	0.5%	7.5%	15.0%	\$0.75	8.0%	None	.30/ton coal	5.0%
ANNE ARUNDEL	0.876	2%	2.56%	\$3.50	1.0%	10.0%	8.0%	\$0.75	7.0%	1,992/3,983	0.015/ gallon	5.0%
BALTIMORE CITY	2.268	4%	3.05%	\$5.00	1.5%	10.0%	0.0%	\$0.75	7.5%	None	.002007/kw	5.0%
BALTIMORE COUNTY	1.100	4%	2.83%	\$2.50	1.5%	10.0%	7.0%	\$0.75	8.0%	None	.00530/kwh	5.0%
CALVERT	0.892	10%	2.80%	\$5.00	0.0%	1.0%	20.0%	\$0.75	5.0%	\$ 12,950	0.0%	5.0%
CAROLINE	0.870	5%	2.63%	\$3.30	0.5%	0.0%	\$15.00	\$0.75	0.0%	850 to 1500	0.0%	0.0%
CARROLL	1.048	7%	3.05%	\$5.00	0.0%	10.0%	\$ 10.00	\$0.75	5.0%	\$ 6,836	0.0%	5.0%
CECIL	0.940	8%	2.80%	\$4.10	\$10/deed	6.0%	\$20.00	\$0.75	5.0%	None	0.0%	5.0%
CHARLES	1.026	7%	2.90%	\$5.00	0.0%	10.0%	\$15/mo	\$0.75	5.0%	\$ 12,625	0.00%	5.0%
DORCHESTER	0.896	5%	2.62%	\$5.00	0.80%	1.0%	15.0%	\$0.75	5.0%	\$ 3,675	0.00%	0.0%
FREDERICK	0.936	5%	2.96%	\$6.00	0.0%	.5-5%	15.0%	\$0.75	3.0%	\$ 14,283	0.00%	0.0%
GARRETT	0.990	5%	2.65%	\$3.50	1.0%	4.5%	15.0%	\$0.75	5.0%	None	.3/ton coal	0.0%
HARFORD	1.082	9%	3.06%	\$3.30	1.0%	2-10%	\$10/mo	\$0.75	0.0%	\$ 6,000	0.00%	3.0%
HOWARD	1.014	5%	3.20%	\$2.50	1.0%	7.5%	10.0%	\$0.75	5.0%	.95 - 1.14/sf	0.00%	5.0%
KENT	0.972	5%	2.85%	\$3.30	0.5%	4.5%	0.0%	\$0.75	5.0%	None	0.00%	3.0%-5.0%
MONTGOMERY	0.826	10%	3.20%	\$3.45	.25-6%	7.0%	0.0%	\$0.75	7.0%	regional rates	.0052237964/kwh	5.0%
PRINCE GEORGE'S	0.960	5%	3.20%	\$2.50	1.4%	10.0%	\$5/mo	\$0.75	5.0%	6573/2192	.00809/kwh	5.0%
QUEEN ANNE'S	0.770	5%	2.85%	\$4.95	0.5%	5.0%	0.0%	\$0.75	5.0%	3.47/sf	0.00%	5.0%
ST. MARY'S **	0.857	5%	3.00%	\$4.00	1.0%	2.0%	10.0%	\$0.75	5.0%	\$ 4,500	1.25%	5.0%
SOMERSET	0.900	10%	3.15%	\$3.30	0.0%	4.0%	0.0%	\$0.75	5.0%	None	0.00%	3.0%
TALBOT	0.432	0%	2.25%	\$3.30	1.0%	5.0%	\$50/qtr	\$0.75	4.0%	\$ 5,957	0.00%	2.0%
WASHINGTON	0.948	5%	2.80%	\$3.80	0.5%	3-5%	15.0%	\$0.75	6.0%	\$3/SQ FT	0.00%	0.0%
WICOMICO	0.759	10%	3.10%	\$3.50	0.0%	6.0%	0.0%	\$0.75	6.0%	\$ 5,231	0.00%	5.0%
WORCESTER	0.700	3%	1.25%	\$3.30	0.5%	3.0%	18.0%	\$0.75	4.5%	None	0.00%	0.0%

(1) Per \$100 of assessed value.

Many counties levy special service property taxes by district. (St. Mary's County has an additional Fire tax of 2.4 to 5.0 cents depending upon election district and Rescue tax ranging from .8 to 1.7 cents.)

(2) As percent of Maryland State taxable income.

Source: Budgets, Tax Rates, & Selected Statistics, Fiscal Year 2010 Maryland Association of Counties, published January 27, 2010

## Impact of Local Taxes

### Using Average Values and Income for St. Mary's County

#### Average Residential Property Taxpayer

Fair Market Value		\$285,000 *
Current Property Tax Bill:	Rate per \$100	
County Property Tax	0.857	\$2,442
Fire Tax	0.041	117
Rescue Tax	0.009	26
Emergency Services Support Tax	0.016	46
Total		<u>\$ 2,631</u>

#### Average St. Mary's County Personal Income Tax Return

Adjusted Gross Income		\$71,211 **
Net Taxable Income		\$53,120 **
Net County Income Tax	3.00%	\$ 1,594

\* Based on average value of homes sold in FY 2009 from Department of Assessments and Taxation.

\*\*Based on 36,865 taxable returns filed for tax year 2008

Source: Income Tax Summary Report, Tax Year 2008, State Comptroller's Office.

## ST. MARY'S COUNTY PROPERTY TAX RATES

FISCAL YEAR	APPROVED TAX RATE	CONSTANT YIELD TAX RATE
1994	2.27	2.19
1995	2.18	2.18
1996	2.13	2.13
1997	2.11	2.11
1998	2.08	2.08
1999	2.08	2.05
2000	2.08	2.02
2001	2.27	2.03
2002	.908	.883
2003	.908	.889
2004	.908	.887
2005	.878	.880
2006	.872	.833
2007	.857	.812
2008	.857	.791
2009	.857	.782
2010	.857	.798
2011	.857	.8192

The property tax rate for FY2011 is \$.857 per \$100 of assessed valuation. This is \$.0378 higher than the "constant yield" tax rate, which is certified to the County by the State Department of Assessments and Taxation letter of February 12, 2010. The "constant yield" rate is that rate necessary to offset any overall increase in the level of assessments on existing properties. The estimated revenue yield from each 1¢ on the property tax rate is approximately \$1,158,120.

The difference in the tax rate from tax year 2001 to 2002 reflects the change to the rate attributable to the State conversion from 40% to 100% of assessed value.

The reduction of the rate from tax year 2004 to 2005 coincides with the implementation of the emergency services support tax and adding the rescue tax.

## ST. MARY'S COUNTY ASSESSABLE PROPERTY BASE

	BUDGET ESTIMATE FY2010	BUDGET ESTIMATE FY2011
<hr/>		
Real Property-Full Value:		
Full Year	\$10,299,298,565	\$10,880,297,559
Half Year		112,224,374
Business Personal Property	158,000,000	154,840,000
Public Utilities	115,529,000	116,383,000
 Total Assessable Base	 \$10,572,827,565	 \$11,263,744,933
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Source: State Department of Assessments and Taxation, Constant Yield Letter dated 2/12/2010  
And SDAT website for personal and public utilities updated 11/30/2009.  
St. Mary's County Department of Finance

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# DEBT AND FUND BALANCE

## DEBT

The St. Mary's County Code requires that the budget include a statement of the bonded and other indebtedness of the County government and its agencies, including self-liquidating and special taxing district debts. The following statement of long-term obligations is included in the Annual Financial Statement and Independent Auditors' Report of the County Commissioners of St. Mary's County for the year ended June 30, 2009.

Another statement is included which summarizes the legal debt margin of the County under existing law. Section 27-11 of the Code of St. Mary's County provides that the aggregate amount of bonds outstanding at any one time may not exceed 2% upon the assessable basis of the County. Excluded from the debt limitation calculation are bonds issued for special taxing districts or self-liquidating projects (e.g. Hospital Bonds). Also included is information regarding debt capacity and, and some key debt affordability measures are discussed.

## FUND BALANCE

Included are selected pages from the most recent audited financial statements regarding fund balance. These include: a schedule summarizing the key elements of fund balance, as reported, and, a brief discussion of the designations.

The FY2009 undesignated unreserved fund balance is \$8,989,564. This FY2011 Approved Budget uses \$3,500,000 of that fund balance as revenue replacement, due to cuts made in State allocations such as highway user fees. The balance of \$5,489,564 is being held and currently planned to be used as revenue replacement in FY2012 & FY2013. This approach to the use of fund balance is being taken in light of the significant uncertainty regarding the State's budget situation as well as the economy, which may result in further reductions to allocations and/or a shifting of expenses by the State to the County.

The County Commissioners for St. Mary's County  
Notes to Financial Statements  
June 30, 2009

7. Long-term obligations (continued)

Primary Government (continued)

The annual requirements to amortize all debt outstanding as of June 30, 2009, including interest of \$31,275,140, except for the accrued landfill closure and post closure costs, accumulated unpaid leave benefits, exempt financing, surplus property debt and Maryland Water Quality Loans, are as follows:

<u>Years Ending June 30,</u>	<u>Governmental Activities</u>		
	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2010	\$8,221,006	\$4,140,535	\$12,361,541
2011	8,568,311	3,815,967	12,384,278
2012	7,664,189	3,524,458	11,188,647
2013	7,950,471	3,228,940	11,179,411
2014	6,075,348	2,948,393	9,023,741
2015-2019	34,394,338	10,564,830	44,959,168
2020-2024	26,613,880	3,004,204	29,618,084
2025-2029	1,352,488	47,813	1,400,301
2030-2032	50,252	0	50,252
Total	<u>\$100,890,283</u>	<u>\$31,275,140</u>	<u>\$132,165,423</u>

A summary of the totals above by debt type is as follows:

	<u>General Obligation Bonds</u>	<u>Hospital Bonds</u>	<u>State Loans</u>	<u>Special Assessment Fund</u>	<u>Total</u>
Principal	\$ 82,200,000	\$ 16,785,000	\$ 1,480,981	\$ 424,302	\$ 100,890,283
Interest	24,536,580	6,738,423	137	0	31,275,140
	<u>\$ 106,736,580</u>	<u>\$ 23,523,423</u>	<u>\$ 1,481,118</u>	<u>\$ 424,302</u>	<u>\$ 132,165,423</u>

*Note that this is a copy of page 63 from the published audited FY2009 financial statements.*

## DEBT AFFORDABILITY

Debt affordability is evaluated from both a legal and a financial perspective. St Mary's County is one of a number of jurisdictions, which has established a legal limitation on the amount of debt, which the government can incur. In Chapter 27 of the St. Mary's Code, the legal debt limitation is based on the aggregate amount of debt outstanding at any one time, which may not exceed 2% of the County's assessable property tax base. Excluded from this calculation are bonds issued for projects to be paid from other than county government sources. These other sources currently consist of special-taxing districts, St. Mary's Hospital, Wicomico Golf Course Enterprise Fund, and the St. Mary's Nursing Center.

A legal ceiling on debt, however, is just a part of the determination of debt affordability. There is a need to examine the economics of debt, not just its legality. Under the most favorable circumstances, a local government's debt is:

- proportional in size and rate of growth to its tax base;
- does not extend past the useful life of the facilities that it finances;
- is not used to balance the operating budget;
- does not require repayment schedules that put excessive burdens on operating expenditures;
- not so high as to jeopardize the government's credit rating.

Evaluations of the County's credit worthiness by the three major credit rating agencies (Moody's Investors Service, Standard & Poor's, and Fitch) in November 2009 resulted in the conclusion that debt levels were moderate, debt service requirements were manageable, amortization of outstanding debt was rapid, and that overall debt was within various parameters established for assessing debt burden. The agencies recognized the pressures on the county capital plan as the result of population growth and the need for significant infrastructure improvements. However, the agencies felt that with the growing economy in St. Mary's County and with continued strong management performance, that the debt position would remain manageable.

The County's ratings currently are AA+ for Fitch, AA for Standard & Poor's and Aa2 for Moody's Investors Service. These ratings apply to all outstanding general obligation bond debt.

There are two key debt affordability measures that the County considers in developing its operating and capital budgets and will closely monitor in the future. These are:

- Outstanding general obligation bond debt as a percent of the assessable base

St. Mary's County Legal Debt Limit	2.0%
St. Mary's County 7/1/2010 Debt Percentage	0.98%
- General Fund Debt Service as a percent of General Fund Expenditures

Debt Affordability Benchmark	12.0%
St. Mary's County Debt Policy	10.0%
St. Mary's County FY 2011	6.93%

Current projections indicate that based on the fiscal year 2011 Capital Budget and 5 year plan, the County will stay well within the parameters set by this Board of County Commissioners in connection with its debt affordability study. It is the Board's intention to continue to monitor debt affordability measures in the context of the entire County financial position, and to continue to manage the balance between programmatic needs and fiscal affordability.

# ST. MARY'S COUNTY LEGAL DEBT MARGIN UNDER EXISTING LAW

Estimated 7/1/2010 assessed property value	\$11,151,520,559*
Legal debt limit	2%
Borrowing limitation under the law	\$223,030,411
Outstanding debt issued as of July 1, 2010	\$109,797,267
Debt margin as of July 1, 2010	\$113,233,144
Ratio of debt to assessed property value	.98%

## Note:

The St. Mary's County Code requires that the aggregate amount of bonds outstanding at any one time may not exceed 2% of the assessable property base of the County. Excluded from this calculation are bonds issued for projects to be paid from other than County government sources (e.g., special-taxing districts, St. Mary's Hospital, St. Mary's Nursing Center). The County's ratio of debt to estimated assessed property value as of 7/1/10 is estimated to be .98%. By comparison, the ratio as of 7/1/09 was 1.16%. Based on the plan, and other assumptions, the ratio is estimated to stay at a level below 1% during the period of the 6 year capital plan.

The legal debt limit must be analyzed in conjunction with other debt affordability measures such as debt service as a percent of general fund revenues, debt per capita, and debt as a percentage of per capita personal income. A review by the Department of Finance of these debt affordability measures in comparison to credit industry benchmarks and to other counties indicates that St. Mary's County is currently well within reasonable outstanding debt limits. The ratio of debt service to the operating budget stays well below the 10% required by the County's debt policy. The ratio for FY2010 was 7.16%. Based on the capital plan, and other assumptions, the ratio is expected to be 6.96% in FY2011, and decrease in later years.

\*Excludes half year \$112,224,374, which is billed in January 2011.

The County Commissioners for St. Mary's County  
Notes to Financial Statements  
June 30, 2009

8. Fund balances

A summary of the reserved and unreserved - designated and undesignated fund balances as of June 30, 2009 is as follows:

	Special Revenue Funds				Fiduciary Funds				
	General Fund	Special Assessments	Fire & Rescue Revolving	Emergency Support	Total	Capital Projects Fund	Sheriff's Office Retirement Plan	Retiree Benefit Trust Fund	Total
Reserved									
Encumbrances	\$656,776			\$47,420	\$47,420	\$9,315,971			
Inventory	779,632								
Retirement of Long-Term Obligations		(\$685,907)			(685,907)				
Domestic Violence Programs	5,955								
County Matching Funds for Approved Grants	313,744								
Revenues Appropriated for Capital Projects									
Roads- Impact Fees						415,119			
Parks- Impact fees						254,755			
Schools- Impact Fees						5,222,466			
Transfer Tax						6,965,421			
Recordation Tax						(43,194)			
Roads- Mitigation						376,874			
Schools- Mitigation						109,125			
Parks- Mitigation						114,541			
Agriculture Transfer Tax						305,970			
County Paygo						6,479,871			
Other, Net, Including Unsold Bonds and Grants	25,476					(10,975,346)			
Total Reserved Fund Balances	\$1,781,583	(\$685,907)	\$0	\$47,420	(\$638,487)	\$18,541,573	\$0	\$0	\$0
Unreserved									
Designated	\$17,973,082	\$0	\$217,365	\$820,337	\$1,037,702	\$662,112	\$29,106,738	\$23,318,131	\$52,424,869
Undesignated	8,989,564	0	0	0	0	0	0	0	0
Total Unreserved Fund Balances	\$26,962,646	\$0	\$217,365	\$820,337	\$1,037,702	\$662,112	\$29,106,738	\$23,318,131	\$52,424,869
Total Fund Balances (deficit)	\$28,744,229	(\$685,907)	\$217,365	\$867,757	\$399,215	\$19,203,685	\$29,106,738	\$23,318,131	\$52,424,869

Note that this is a copy of page 76 from the County Commissioners of St. Mary's County, MD - FY2009 Audited Financial Statements

## 8. Fund balances (continued)

The reserved fund balance includes:

Encumbrances - The amount of outstanding purchase orders at June 30, 2009.

Inventory - The amount of inventory at June 30, 2009, carried as an asset.

Retirement of long-term obligations - The amount of future revenue (collections) of Special Assessments that is legally restricted to expenditures for specified purposes. This future revenue will be used for the retirement of long-term obligations.

Domestic violence programs - The amount of marriage license fees committed for domestic violence programs, by resolution.

County matching funds for approved grants - The amount of county funding that is committed as a match to grants that were budgeted in FY2009, but for which the period extends beyond June 30, 2009. These funds will be needed to meet the obligations of the grant.

Revenues appropriated for capital projects - The amount of revenue collected to date, but which has been obligated through the budget process for specific capital projects, and which will be used for future capital project expenses.

Other - The principal component corresponds to capital project expenditures already incurred which were budgeted to be funded through the sale of bonds. The sale of these bonds occurred in November 2009. To a lesser extent, this also reflects grants that have been reflected as a source of funding but which have not yet been spent.

The general fund unreserved designated fund balance is composed of:

Appropriation for FY 2010 operating budget	\$ 3,600,000
Appropriation for FY 2010 - CIP/Paygo	500,000
Bond rating reserve (6%)	11,892,240
Rainy day fund	<u>1,625,000</u>
	<u>\$17,617,240</u>
 Miscellaneous revolving fund	 355,842
	<u>\$17,973,082</u>

As a part of the FY2010 budget process, the Board of County Commissioners appropriated \$3.6 million of fund balance to be applied to the FY2010 budget, of which \$3 million was revenue replacement for the temporary reduction in the State allocation of highway user revenues and \$600,000 for non-recurring funding for the Medical Adult Daycare Services (MADS) program. As a part of the 2010 budget process, the Board concluded that it would cease to operate the MADS programs as a county function, transitioning it to a private operation. The \$600,000 appropriated is intended to cover the accumulated deficit through FY2009 as well as the estimated operating deficit for FY2010.

The unreserved undesignated fund balance includes almost \$7 million of the FY2008 unreserved undesignated fund balance that was intentionally not appropriated for the FY2010 budget by the Board, in anticipation of using it to offset State revenue reductions in FY2011 and FY2012. The disposition of the June 30, 2009 balance of \$8,989,564 will be considered as a part of the FY2011 budget process.

*Note that this is a copy of page 77 from the County Commissioners for St. Mary's County, MD  
- FY2009 Audited Financial Statements*

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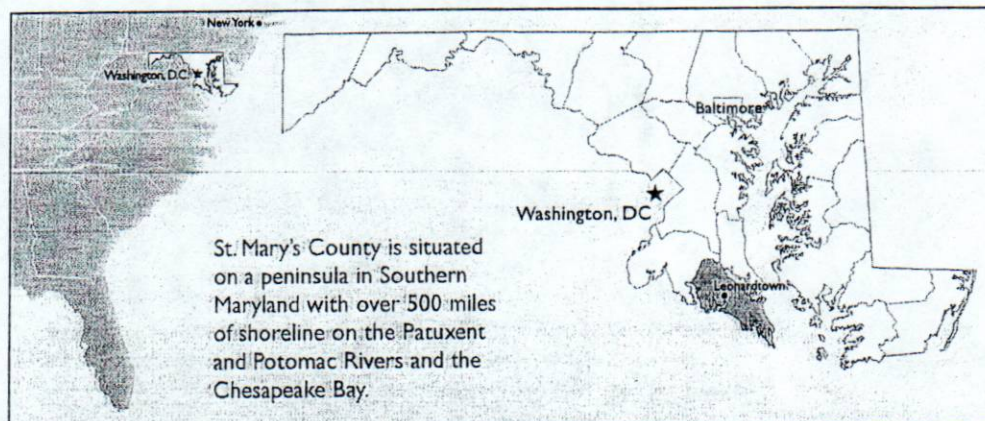
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# BRIEF ECONOMIC FACTS

## ST. MARY'S COUNTY, MARYLAND

St. Mary's County is situated on a peninsula in Southern Maryland with over 500 miles of shoreline on the Patuxent River, Potomac River and Chesapeake Bay. The Naval Air Station Patuxent River, employing 22,200 military, civilians and defense contractors, is home to the U.S. Naval Air Systems Command (NAVAIR), including the Naval Air Warfare Center Aircraft Division (NAWCAD). With over 220 high-tech aerospace and defense contractors, the county has emerged as a world-class center for maritime aviation research, development, testing and evaluation.

The area combines access to technology with a rich heritage and a myriad of outdoor sports and recreational opportunities. The county's location allows for easy access to major metropolitan areas while offering residents a high quality of life and affordable lifestyles. St. Mary's County's 1,990 businesses employ 28,200 workers; an estimated 40 of these businesses have 100 or more workers. Businesses include DynCorp International, Wyle, BAE



Systems, SAIC, L-3, Lockheed Martin, Northrop Grumman, and many others. Non-defense employers include the St. Mary's Hospital, St. Mary's College of Maryland, Burch Oil, and the Paul Hall Center for Maritime Training and Education. The Lexington Park area has been designated a State Enterprise Zone, affording a number of incentives for expanding businesses.

### LOCATION

Driving distance from Leonardtown:	Miles	Kilometers
Atlanta, Georgia	613	986
Baltimore, Maryland	81	131
Boston, Massachusetts	477	768
Chicago, Illinois	741	1,192
New York, New York	266	428
Philadelphia, Pennsylvania	177	284
Pittsburgh, Pennsylvania	277	446
Richmond, Virginia	95	152
Washington, DC	54	87

### CLIMATE AND GEOGRAPHY<sup>1</sup>

Yearly Precipitation (inches)	47.5
Yearly Snowfall (inches)	17.8
Summer Temperature (°F)	74.4
Winter Temperature (°F)	37.4
Duration of Freeze-Free Period (days)	199
Land Area (square miles)	372.5
Water Area (square miles)	37.7
Shoreline (miles)	536
Elevation (feet)	sea level to 192

### POPULATION<sup>2,3</sup>

	St. Mary's County	Maryland
2000	86,211	5,296,486
2005	96,450	5,577,450
2010	105,400	5,779,400
2015	118,200	6,086,850
2020	130,100	6,339,300

Selected municipality population (2008): Leonardtown 2,214

### POPULATION DISTRIBUTION<sup>2</sup> (2010 PROJECTION)

Age	Number	Percent
Under 5	7,860	7.5
5 - 19	21,980	20.9
20 - 44	35,020	33.2
45 - 64	28,930	27.4
65 and over	11,610	11.0
Total	105,400	100.0

# ST. MARY'S COUNTY, MARYLAND

## LABOR AVAILABILITY<sup>3,4</sup> (BY PLACE OF RESIDENCE)

### Civilian Labor Force (2009 avg.):

Total civilian labor force	50,513
Employment	47,645
Unemployment	2,868
Unemployment rate	5.7%

Residents commuting outside the county to work (2006-2008) 14,572 28.2%

### Employment in selected occupations (2006-2008)

Management, professional and related	21,400	42.4%
Service	7,923	15.7%
Sales and office	10,431	20.7%
Production, transp. and material moving	3,912	7.8%

## MAJOR EMPLOYERS<sup>5,6</sup> (2009)

Employer	Product/Service	Employment
Naval Air Station Patuxent River*	Military installation	10,965
St. Mary's Hospital	Medical services	1,140
DynCorp International	Prof. and technical services	1,068
Wyle	Technical and scientific research services	853
BAE Systems	Tech. products and servs.	750
Wal-Mart	Consumer goods	620
SAIC	Engineering, scientific and management services	536
CSC	Prof. and technical services	493
St. Mary's College of Maryland	Higher education	425
Booz Allen Hamilton	Systems engr. and mgmt.	405
L-3 Services Group	Systems engr. and mgmt.	400
General Dynamics	Aeronautics, systems engr.	384
McKay's Foodland	Groceries	340
Lockheed Martin	Engineering services	300
ManTech International	Systems and software devt.	265
J.F. Taylor	Technology simulations	262
Food Lion	Groceries	261
Northrop Grumman	Systems and software devt.	251
Sabre Systems	Engineering services	250
National Technologies Associates	Systems engr. and mgmt.	245
Burch Oil	Fuel oil	242
DCS	Technology simulations	236
Paul Hall Ctr. for Maritime Training and Education	Seamanship training	210
St. Mary's Nursing Center	Nursing care	209
Lowe's	Home improvement prods.	188

Excludes post offices, state and local governments; includes higher education

\* Federal and military facilities exclude contractors

## EMPLOYMENT<sup>4</sup> (2008, BY PLACE OF WORK)

Industry	Annual Avg. Employment	%	Average Weekly Wage
Federal government	7,243	18.1	\$1,753
State government	808	2.0	835
Local government	3,699	9.3	840
Private sector	28,173	70.6	846
Natural resources and mining	39	0.1	515
Construction	1,830	4.6	780
Manufacturing	547	1.4	1,019
Trade, transp. and utilities	6,800	17.0	626
Information	267	0.7	849
Financial activities	984	2.5	735
Prof. and business services	9,127	22.9	1,330
Educ. and health services	4,097	10.3	768
Leisure and hospitality	3,486	8.7	238
Other services	996	2.5	513
Total	39,923	100.0	1,010

Includes civilian employment only

## HOURLY WAGE RATES<sup>4</sup> (2009)

Selected Occupations	Median	Entry	Experienced
Accountants	\$30.25	\$21.00	\$38.25
Aerospace engineers	48.25	35.75	53.25
Bookkeeping/accounting clerks	18.00	12.50	21.25
Computer support specialists	25.25	18.25	28.25
Computer systems analysts	34.50	27.75	42.25
Customer service representatives	14.00	9.00	21.50
Electrical engineers	47.25	34.75	52.00
Electronic engineering technicians	35.50	21.50	40.25
Freight, stock and material movers, hand	11.25	8.25	14.25
Industrial truck operators	17.50	12.25	20.50
Machinists	24.75	20.25	26.75
Network administrators	35.75	27.25	41.25
Packers and packagers, hand	7.50	7.00	10.00
Secretaries	17.00	12.25	20.00
Shipping/receiving clerks	12.75	9.00	15.75
Team assemblers	14.00	9.75	17.00

Wages are an estimate of what workers might expect to receive in Southern Maryland (Calvert, Charles and St. Mary's counties) and may vary by industry, employer and locality

# ST. MARY'S COUNTY, MARYLAND

## SCHOOLS AND COLLEGES<sup>3,7</sup>

### Educational Attainment - age 25 & over (2006-2008)

High school graduate or higher	88.7%
Bachelor's degree or higher	25.9%

### Public Schools

Number: 16 elementary; 4 middle; 4 high
Enrollment: 16,752 (Sept. 2008)
Cost per pupil: \$10,829 (2007-2008)
Students per teacher: 16.4 (Oct. 2008)
High school career / tech enrollment: 1,489 (2009)
High school graduates: 1,143 (June 2008)

### Private Schools

Number: 34 (Sept. 2008)
-------------------------

Higher Education (2008)	Enrollment	Degrees
-------------------------	------------	---------

### 2-year institutions

Paul Hall Center for Maritime Training and Education	173	NA
College of Southern Maryland*	8,240	738

### 4-year institution

St. Mary's College of Maryland	2,065	449
--------------------------------	-------	-----

The University of Maryland College Park and other national universities offer programs at the Frank Knox Center. George Washington University, Johns Hopkins University, the University of Maryland College Park, and eight other regional colleges and universities offer programs at the Southern Maryland Higher Education Center.

\* Includes four campuses in Calvert, Charles and St. Mary's counties

## TAX RATES<sup>8</sup>

	St. Mary's Co.	Maryland
<b>Corporate Income Tax (2010)</b>	none	8.25%
Base - federal taxable income		
<b>Personal Income Tax (2010)</b>	3.00%	2.0% - 6.25%*
Base - federal adjusted gross income		
*Graduated rate peaking at 6.25% on taxable income over \$1 million		
<b>Sales &amp; Use Tax (2010)</b>	none	6.0%
Exempt - sales for resale; manufacturer's purchase of raw materials; manufacturing machinery and equipment; purchases of materials and equipment used in R&D and testing of finished products; purchases of computer programs for reproduction or incorporation into another computer program for resale		
<b>Real Property Tax (FY 10)</b>	\$0.857	\$0.112
Effective rate per \$100 of assessed value		
In addition to this rate, there are some miscellaneous taxes and/or special taxing areas in the county; in an incorporated area a municipal rate will also apply		
<b>Business Personal Property Tax (FY 10)</b>	\$2.143	none
Rate per \$100 of depreciated value		
Exempt - manufacturing and R&D machinery, equipment, materials and supplies; manufacturing, R&D and warehousing inventory		
In an incorporated area a municipal rate will also apply		

### Major Tax Credits Available

Enterprise Zone, Job Creation, R&D

## INCOME<sup>3</sup> ((2006, 2008))

Distribution	Percent Households		U.S.
	St. Mary's Co.	Maryland	
Under \$25,000	12.1	15.1	23.2
\$25,000 - \$49,999	16.6	19.9	24.8
\$50,000 - \$74,999	19.7	18.5	18.8
\$75,000 - \$99,999	17.2	14.5	12.5
\$100,000 - \$149,999	20.9	17.5	12.2
\$150,000 - \$199,999	9.1	7.7	4.3
\$200,000 and over	4.4	6.9	4.2
Median household	\$76,681	\$70,005	\$52,175
Average household	\$90,193	\$90,234	\$71,128
Per capita	\$33,899	\$34,508	\$27,466
Total income (millions)	\$3,291	\$188,303	\$7,993,784

## HOUSING<sup>2,9</sup> ((2008))

### Median Selling Price

All arms-length transactions	(1,041 units)	\$299,900
All multiple-listed properties*	(958 units)	\$300,000

\*Excludes auctions and FSBO

## BUSINESS AND INDUSTRIAL PROPERTY<sup>5</sup>

A variety of business sites are available in St. Mary's County. Industrial and office parks offer raw acreage, furnished office space and everything in between. Utilities including fiber optic lines, public water, sewer, broadband service and natural gas are available at most locations.

High technology firms are clustered in and around Lexington Park. Major business parks are located at Wildewood, Lexington Park Corporate Center, Exploration, Expedition, Willows Run and Pine Hill. The greatest concentration of manufacturing is in St. Mary's Industrial Park in Hollywood, near the regional airport.

St. Mary's County Department of Economic and Community Development maintains a listing of available office, warehouse and industrial sites and space and publishes an annual directory of technology companies and resources. Both are available in PDF format on [www.stmarysmd.com/decd](http://www.stmarysmd.com/decd).

Market Profile Data	Low	High	Average
<b>Land - cost per acre</b>			
Industrial	\$30,000	\$120,000	\$100,000
Office	\$30,000	\$350,000	\$225,000
<b>Rental Rates - per square foot</b>			
Warehouse / Industrial	\$8.00	\$12.00	\$10.00
Flex / R&D / Technology	\$8.00	\$14.00	\$11.00
Class A Office	\$16.50	\$22.00	\$19.25

# ST. MARY'S COUNTY, MARYLAND

## TRANSPORTATION

**Highways:** Maryland arteries in the county connect with U.S. 301, I-95 and I-495 (Washington D.C. Beltway)

**Rail:** The closest rail depot, CSX Transportation, is in adjacent Charles County at Waldorf

**Truck:** 67 local and long-distance trucking establishments are located in Southern Maryland

**Water:** Served by the Port of Baltimore, 50' channel; a leading U.S. automobile and break-bulk port; seven public terminals including the state-of-the-art Intermodal Container Transfer Facility; 81 miles from Leonardtown

**Air:** Served by Baltimore/Washington International Thurgood Marshall Airport (BWI), Washington Dulles International Airport and Ronald Reagan Washington National Airport; St. Mary's County Regional Airport ([www.stmarysmd.com/dpw/airport](http://www.stmarysmd.com/dpw/airport)) is available for private planes

## RECREATION AND CULTURE

**Parks:** 22 county parks, a year-round pool, boat ramps, beaches, fishing piers, tennis courts, picnic facilities, playgrounds, a skate park, and a disc golf course; five state parks include Point Lookout, St. Mary's River, St. Clement's Island, Greenwell, and Newtowne Neck State Parks

**Recreation and Leisure:** Boating, sailing, fishing, camping, hiking, cycling, paddling trails, golf courses, and three motor sports venues; waterside restaurants and marinas dot the county's miles of shoreline; historic Leonardtown, the county seat, features a variety of shops, galleries, restaurants, a waterfront park and a winery

**Sports and Athletics:** Team sports include soccer, basketball, roller hockey, lacrosse, football, and baseball; sports venues include a gymnastics center; four county recreation centers, and a variety of public parks with sports fields

**Attractions:** St. Clement's Island, site of Maryland's founding; Historic St. Mary's City, Maryland's first capital and one of the nation's premier archaeological and outdoor living history museums; Point Lookout Lighthouse, Blackistone Lighthouse, Point No Point Lighthouse and Piney Point Lighthouse, the oldest lighthouse on the Potomac River; 18th-century Sotterley Plantation; and Patuxent River Naval Air Museum, an official U.S. Navy museum

**Events:** Over 50 festivals and fairs include the summertime River Concert Series, Crab Festival in June, County Fair in September, Blessing of the Fleet and Oyster Festival/National Oyster Shucking Championships in October

For more information, contact St. Mary's County Division of Tourism: 1.800.327.9023, <http://www.visitsmarysmd.com>

## UTILITIES

**Electricity:** Southern Maryland Electric Cooperative; customers of investor-owned utilities and major cooperatives may choose their electric supplier

**Gas:** Natural gas is available from Washington Gas

**Water:** St. Mary's County Metropolitan Commission serves greater Lexington Park-Hollywood area, Charlotte Hall/Golden Beach and Piney Point; municipal system serves Leonardtown

**Sewer:** St. Mary's County Metropolitan Commission serves greater Lexington Park-Hollywood area and Piney Point; municipal system serves Leonardtown

**Telecommunications:** Local carrier is Verizon Maryland; cable internet or broadband service is available from MetroCast or Comcast; long distance carriers include AT&T, Sprint Nextel, Verizon and others

## GOVERNMENT<sup>10</sup>

**County Seat:** Leonardtown

**Government:** Five commissioners elected for four-year terms; commissioner form of government limits county legislative power to areas authorized by the General Assembly  
Francis J. (Jack) Russell, President, Board of County Commissioners 301.475.4200, ext. 1350

John V. Savich, County Administrator 301.475.4200, ext. 1320

**Website:** [www.stmarysmd.com](http://www.stmarysmd.com)

**County Delegation to Maryland General Assembly:**

Roy P. Dyson, Senate Chair 410.841.3673

John L. Bohanan, Jr., House Chair 410.841.3227

**U.S. Congressional Election District:** 5th

**County Bond Rating:** AA (S&P); Aa3 (Moody's); AA (Fitch)

**St. Mary's County Department of Economic and Community Development**

Robert R. Schaller, PhD, Director

23115 Leonard Hall Drive

P. O. Box 653, Potomac Building

Leonardtown, Maryland 20650

Telephone: 301.475.4200 x1400 • Toll free: 1.800.327.9023

Email: [decdd@stmarysmd.com](mailto:decdd@stmarysmd.com)

[www.stmarysmd.com/decdd](http://www.stmarysmd.com/decdd)

### Sources:

1 National Oceanic and Atmospheric Administration and Maryland State Office of Climatology (30-year averages); Maryland Geological Survey

2 Maryland Department of Planning

3 U.S. Bureau of the Census

4 Maryland Department of Labor, Licensing and Regulation, Office of Workforce Information and Performance

5 St. Mary's County Department of Economic and Community Development

6 Maryland Department of Business and Economic Development

7 Maryland State Department of Education; Maryland Higher Education Commission

8 Maryland State Department of Assessments and Taxation; Comptroller of the Treasury

9 Maryland Association of Realtors

10 Maryland State Archives; Maryland Association of Counties

# CODE OF ST. MARY'S COUNTY

## CHAPTER 27 - BUDGETARY AND FISCAL PROCEDURES

### 27-1 Fiscal and tax year.

The fiscal or budget year and the tax year of the county shall begin on July 1, and shall end on June 30 of the succeeding year, unless otherwise prescribed by State Law.

### 27-2 Definitions.

In this chapter the following words have the meaning indicated:

**CAPITAL BUDGET** - The plan of the county to receive and expend funds for capital projects during the first fiscal year included in the capital program.

**CAPITAL PROGRAM** - The plan of the county to receive and expend funds for capital projects during the fiscal year covered by the capital budget and the next succeeding five (5) fiscal years thereafter.

**CAPITAL PROJECT:**

- (A) Any physical public betterment or improvement and any preliminary studies and surveys relative thereto;
- (B) The acquisition of property of a permanent nature for public use; and
- (C) The purchase of equipment for any public betterment or improvement when first constructed.

**COUNTY GOVERNMENT** - Includes all offices, courts, departments, institutions, corporations, boards, commissions, agencies and their officers, agents and employees who receive or disburse county funds.

**CURRENT EXPENSE BUDGET** - The plan of the county to receive and expend the funds for charges incurred for operation, maintenance, interest and other charges for the ensuing fiscal year.

### 27-3 Submission of lists of proposed projects by county agencies.

- (A) The county budget shall consist of the current expense budget, the capital budget and capital program and the budget message. It shall represent a complete financial plan for the county reflecting all receipts and disbursements from all sources, including all revenues, all expenditures and the surplus or deficit in the general and all special funds of the county government.
- (B) Annual work programs.
  - (1) When the Board of County Commissioners directs, each office, court, department, institution, board, commission, corporation or other agency of the county government shall submit to the Chief Financial Officer annual work programs setting forth the nature, volume, cost and other factors concerning the work to be performed and the estimates of the revenues and expenditures of their operations for the ensuing fiscal year. Estimated revenues shall be detailed as to source and estimated expenditures as to function, activity or otherwise, as directed by the Chief Financial Officer.
  - (2) The proposed current expense budget shall contain not less than the following information:
    - (a) A statement of all revenue estimated to be received by the county during the ensuing fiscal year, classified so as to show the receipts by funds and source of income;
    - (b) A statement of debt service requirement for the ensuing fiscal year;
    - (c) A statement of the estimated cash surplus, if any, available for expenditure during the ensuing fiscal year;
    - (d) A statement of the bonded and other indebtedness of the county government and its agencies, including self-liquidating and special taxing district debts;
    - (e) A detailed statement of the estimated receipts and budget outlays of the current ending fiscal year, listing such budgetary items by function, activity and subactivity, and a detailed statement of the recommended and approved expenditures for the ensuing fiscal year, listing such expenditures by function, activity, and subactivity; and
    - (f) Any other material which the County Commissioners may deem advisable.

# CODE OF ST. MARY'S COUNTY

## CHAPTER 27 - BUDGETARY AND FISCAL PROCEDURES

(C) List of Capital Projects.

- (1) At whatever times the Board of County Commissioners may direct, each office, court, department, institution, board, commission, corporation, or other agency of the county government shall submit to the Chief Financial Officer for transmission to the Planning Commission an itemized list of the capital projects which each agency proposes to undertake in the ensuing fiscal year and the next succeeding five (5) fiscal years thereafter. After consideration by the Planning Commission, the Director of Planning and Zoning function shall transmit to the Chief Financial Officer the list of projects recommended by the Commission together with his recommendations on the projects to be undertaken in the periods aforesaid and estimates of the cost thereof. The County Commissioners, with the assistance of the Chief Financial Officer, shall consider such recommendations with the other budget proposals and shall recommend to the general public, together with the current expense budget, a complete capital budget and capital program.
- (2) The proposed capital budget and capital program shall be so arranged as to set forth clearly the plan of proposed capital projects to be undertaken in the ensuing fiscal year and in each of the next five (5) fiscal years and also the proposed means of financing them. The capital budget shall include a statement of the receipts anticipated during the ensuing fiscal year from all borrowing and from other sources for capital projects.

- (D) The budget message shall contain supporting summary tables and shall explain the proposed current expense budget and capital program, both in fiscal terms and in terms of work to be done. It shall outline the proposed financial policies of the county for the ensuing fiscal year and describe the important features of the current expense budget. It shall indicate any major changes in financial policies and in expenditures, appropriations and revenues, as compared with the fiscal year currently ending, and shall set forth the reasons for such changes. The message shall also include such other material as the County Commissioners may deem desirable.

**27-4 Deadline for preparation and signing; inspection by public.**

Before April 1 in each year, the County budget shall have been prepared and signed by a majority of the Board of County Commissioners. At least three (3) complete copies shall be open to inspection by the public during regular business hours at the office of the Board of County Commissioners. One (1) copy shall be supplied to each newspaper of general circulation in the county and to each county library.

**27-5 Notice of hearings; hearing dates.**

Upon approval of the proposed county budget, the Budget Officer of the county shall cause to be published in at least one (1) or more newspapers of general circulation published in the county, a notice of the places and times of the public hearings on the proposed budget. The hearings shall be held not less than twenty (20) nor more than forty (40) days after the date of the filing of the proposed budget.

**27-6 Revisions after public hearing; adoption of budget.**

After the public hearings specified in the preceding section, the Board of County Commissioners may revise the proposed budget and any part of it by increasing, decreasing, eliminating, or adding items. Items may not be consolidated in such a manner as to reduce the detailed statements of the appropriations. The Board of County Commissioners shall further be authorized to revise the schedule of anticipated receipts and estimated rates for general and special taxes. The annual budget and appropriation act shall be adopted by June 1, or if June 1 is a legal holiday, the first day thereafter. The adoption of the budget shall be by the affirmative vote of not less than three (3) members of the Board of County Commissioners.

**27-7 Distribution of copies of budget; levy of taxes.**

- (A) The budget, as adopted, shall be reproduced in sufficient copies for distribution, free of charge, to the press and the head of each office, department or agency of the county government. Copies of the budget shall likewise be given to any interested person on request. However, in order to discourage waste, the County Commissioners may prescribe a charge for each copy of the adopted budget, but that charge is not to exceed the actual cost of its reproduction.
- (B) The adopted budget shall take effect on the first day of the fiscal year to which it applies.
- (C) When the county budget shall have been finally adopted in the Annual Budget and Appropriation Act, the County Commissioners shall levy and cause to be raised the amount of taxes required by the budget in the manner provided by law so that the budget shall be balanced as to proposed income and expenditures.

# CODE OF ST. MARY'S COUNTY

## CHAPTER 27 - BUDGETARY AND FISCAL PROCEDURES

### 27-8 Transfer of appropriations; unexpended and unencumbered appropriations.

- (A) Transfers of appropriations between general classifications of expenditures in the current expense budget may be authorized by the County Commissioners.
- (B) Interproject transfers of appropriations between capital projects in the capital budget may be authorized by the County Commissioners.
- (C) These provisions may not be construed to prevent the County Commissioners from providing interfund cash borrowing to meet temporary cash requirements nor to prevent reimbursements among funds to services rendered.
- (D) Unless otherwise provided by public general law, all unexpended and unencumbered appropriations in the current expense budget remaining at the end of the fiscal year shall revert to the county treasury. An appropriation for a capital project in the capital budget does not revert until the purpose for which the appropriation was made has been accomplished or abandoned. However, any capital project shall stand abandoned if three (3) fiscal years elapse without any expenditure from or encumbrance of that appropriation. The balances remaining to the credit of the completed or abandoned capital projects shall be available for appropriation in subsequent capital budgets.

### 27-9 Additional or emergency appropriations.

- (A) During any fiscal year, the County Commissioners, upon the recommendation of the Chief Financial Officer, by ordinance, may make additional, supplementary or emergency appropriations from contingent funds, from revenues received from anticipated sources but in excess of budget estimates therefor or from revenues received from sources not anticipated in the budget for the current fiscal year, provided that the Chief Financial Officer shall first certify, in writing, that such funds are available for such appropriation. A supplemental appropriation may not exceed the amount of the funds so certified.
- (B) To the extent that there are not any available unappropriated revenues to meet such emergency appropriations, the County Commissioners, by ordinance, may authorize the issuance of emergency notes which may be renewed from time to time. However, such notes and renewals shall be paid not later than the last day of the fiscal year next succeeding that in which the emergency appropriation was made. The total of emergency appropriations in any fiscal year shall not exceed one percent (1%) of all appropriations, including those for debt service, made in the budget for such year.

### 27-10 Expenditures in excess of amounts appropriated.

An office, department, institution, board, commission or other agency of the county government during any fiscal year may not expend, or contract to expend, any money or incur any liability or enter into any contract, which by its terms involves the expenditure of money, for any purpose in excess of the amounts appropriated or allotted for the same general classification of expenditure in the budget for such fiscal year or in any supplemental appropriation as hereinabove provided. A payment may not be made nor any obligation or liability incurred, except for small purchases in an amount less than one hundred dollars (\$100.), unless the chief financial officer first certifies that the funds for the designated purpose are available. Any contract, verbal or written, made in violation of this section is null and void.

### 27-11 Percentage limitation for certain evidences of indebtedness; exceptions.

- (A) Unless and until otherwise provided by ordinance of the County Commissioners within the limitations provided by public general law, the aggregate amount of bonds and other evidences of indebtedness outstanding at any one time may not exceed two percent (2%) upon the assessable basis of the county. However, tax anticipation notes or other evidences of indebtedness having a maturity not in excess of twelve (12) months, bonds or other evidences of indebtedness issued or guaranteed by the county payable primarily or exclusively from taxes levied in or on or other revenues of special taxing areas or districts heretofore or hereafter established by law, and bonds or other evidences of indebtedness issued for self-liquidating and other projects payable primarily or exclusively from the proceeds of assessments or charges for special benefits or services, are not subject to or to be included as bonds or evidences of indebtedness in computing or applying the percent limitation above provided.
- (B) All bonds or other evidences of indebtedness issued under the authority of the Sanitary Commission Act shall be construed as exempt, under Subsection A above, from the percent limitation in this section provided but shall continue as heretofore to be subject to the percent limitation as from time to time provided in said Act.
- (C) All bonds or other evidences of indebtedness issued by the County Commissioners for the benefit of St. Mary's Hospital of St. Mary's County may not be included as bonds or other evidences of indebtedness in computing or applying the percent limitation provided in Subsection A of this section.

## GLOSSARY

Accounting System	The total structure of records and procedures which are used to record, classify, and report information on the financial position and operations of a governmental unit.
Accrual Basis of Accounting	The method of accounting under which revenues are recorded when earned (whether or not cash is received at that time) and expenditures are recorded when goods and services are received (whether or not cash disbursements are made at that time).
Appropriation	An authorization granted by a legislative body to incur obligations and make expenditures for specific purposes within a specific time frame.
Appropriation Ordinance	The official enactment by the Board of County Commissioners establishing the legal authority for officials to obligate and expend resources.
Appropriation Phase	Different distinct stages of a capital improvements project requiring commitment of funds, usually over multiple fiscal years (i.e., land acquisition, architect/engineering, construction, inspection, utilities, equipment).
Assessable Tax Base	The total valuation placed upon real and personal property, less certain exemptions, by the State Department of Assessments and Taxation for the purposes of levying property taxes. The Board of County Commissioners determines the tax rate to be applied against the tax base to generate tax revenues to support the annual budget.
Assessed Valuation	The valuation established for individual real estate or other property by the State for purposes of taxation.
Authorized Position	Employee positions authorized in the annual budget by the Board of County Commissioners. Position status will vary depending upon factors such as full or part-time status, merit system or contract position, etc.
Bond Rating	Evaluation of the credit quality of bonds usually made by independent rating services. Ratings generally measure the probability of the timely repayment of principal of and interest on municipal bonds. Before a bond issuance, rating agencies may require information on demographics, debt burden, economic base, finances and management structure. The information is evaluated and the bond issue is assigned a letter rating which reflects the creditworthiness of the bonds.
Bonds	A written promise to pay a specified sum of money, called the face value or principal amount, at a specified date or dates in the future, called the maturity date, together with periodic interest at a specified rate. Bonds are primarily used to finance capital projects.
Budget	A plan of financial operation embodying an estimate of proposed expenditures for a given period and the proposed means of financing them.
Budget Calendar	The schedule of key dates which St. Mary's County follows in the preparation and adoption of the budget.
Budget Document	The document prepared by the Department of Finance to present the comprehensive financial program of the Board of County Commissioners. Included in the document are the Commissioner's budget message, the planned expenditures, estimated revenues, program and project descriptions, budget highlights, performance and workload indicators, various supporting schedules and other supplemental information. The County's long-term capital improvements program is also incorporated in the document.
Budget Message	A general discussion of the budget by the Board of County Commissioners which contains an overview of the approved budget, explains some of the principal budget issues and major items funded, and describes how the budget is financed.
Capital Budget	A plan of capital expenditures and the means of financing them usually based on the first year of the capital improvement program; represents the appropriation of bonds or operating revenue for improvements to facilities and other infrastructure.
Capital Improvements Program	A plan for capital expenditures to be incurred each year over a fixed period of several future years setting forth each capital project, identifying the beginning and ending date for each project, the amount to be expended in each year, and the method of financing those expenditures. Annually the Board of County Commissioners adopts a capital budget and five-year capital program.
Capital Improvements Fund	A fund created to account for all capital project expenditures and revenues.
Capital Project	Major construction, acquisition or renovation activities which add value to a government's physical assets or significantly increases useful life.

## GLOSSARY

Cost-of-Living Adjustment (COLA)	An increase in salaries to offset the impact of inflation on compensation.
Debt Limit	The maximum amount of gross or net debt which is legally permitted. The St. Mary's County Code requires that the aggregate amount of bonds outstanding at any one time may not exceed two percent of the assessable property tax base of the County.
Debt Service	The required principal and interest payments due on debt issued by the County for financing long-term capital improvements according to a predetermined payment schedule.
Deficit	The excess of liabilities over assets or the excess of expenditures over revenues during a single accounting period.
Department	A basic organizational unit of a government which is functionally unique in its delivery of services.
Energy Tax	A local tax imposed on the sale of electricity, natural gas, liquefied petroleum gas, and fuel oil used or to be used in the County.
Encumbrances	A commitment of funds against an appropriation which may be in the form of a purchase order or contract. The encumbrance reserves the appropriated funds for a future expenditure. The total of expenditures and encumbrances for a department in a given fiscal year may not exceed its total appropriation.
Enterprise Fund	A fund established to account for operations that are financed and operated in a manner similar to business enterprises and where operations are entirely or predominantly self-supporting by user charges. Examples in St. Mary's County are two Recreation and Parks funds – one for various county-wide recreation programs and the other for operations of the County's public golf course.
Expenditures	The payment for goods delivered or services rendered and which decreases net financial resources.
Fire Tax	A separate ad valorem tax based upon property value which is used as a source of funding for the volunteer fire services in St. Mary's County. The tax is assessed per \$100 of assessed valuation and a separate tax rate is set for each election district.
Fiscal Year	A twelve-month period designated as the operating year for accounting and budgeting purposes in an organization. St. Mary's County's fiscal year begins on July 1 and ends on June 30 of the following year.
Fixed Assets	Assets of a long-term character which are intended to continue to be held or used, such as land, buildings, machinery, furniture, and other equipment.
Fund	An independent fiscal and accounting entity with a self-balancing set of accounts recording cash and/or other resources together with all related liabilities, obligations, reserves, and equities which are segregated for the purpose of carrying on specific activities or attaining certain objectives.
Fund Balance	The excess of the assets of a fund over its liabilities and reserves. A negative fund balance is sometimes called a deficit.
General Fund	The general operating fund that is used to account for all transactions of a governmental unit which are not accounted for in another fund. Generally, the governmental accounting fund that accounts for the ordinary operations of a governmental unit which are financed from taxes and other general revenues.
General Fund Transfer	In St. Mary's County this refers to the transfer of general fund current revenues from the operating budget to the capital budget to finance certain capital projects in lieu of borrowing funds. Utilizing current revenues instead of long-term financing is often referred to as "pay go".
General Obligation Bonds	Bonds that are secured by the full faith and credit of the issuing body and generally are considered to be payable from taxes and other general revenues.
Grade/Step	Refers to the placement on the St. Mary's County salary schedule and depends on the position classification and the individual employee status and longevity.
Grant	A contribution of assets by one governmental unit or entity to another unit. Typically, these contributions are made to local governments from the state and federal governments and are usually made to aid in the support of a specified function, but may also be for general purposes.
Homestead Tax Credit	A State property tax credit program that limits the increase in residential taxable assessments each year to a fixed percentage. Each county is required to limit taxable assessment increases to 10% or less.

## GLOSSARY

Impact Fees	One-time charges assessed against new development that attempt to recover from the developer the capital cost of the additional public facilities needed to serve that development.
Income Tax	Until tax year 1999, the local rate was expressed as a percentage of the State personal income tax liability. Effective with tax year 1999, the ratio is expressed as a percentage of taxable income.
Investment	Securities purchased and held for the production of income in the form of interest and dividends. An investment instrument is the specific type of security which a government purchases and holds.
Modified Accrual	The basis of accounting under which expenditures are recorded when the related fund liability is incurred and revenues are recognized when susceptible to accrual (i.e., when they become both measurable and available). In St. Mary's County, the modified accrual basis of accounting is used by all governmental fund types which include the general fund.
Non-County Agencies	Those public entities, non-profit private entities, and private entity agents of County government which may receive some funding from the County government in support of their efforts but where no legal funding requirement exists.
Object of Expenditure	Expenditure classifications based upon the types of categories of goods and services purchased. In St. Mary's County government, this includes personal services, operating supplies, professional services, communications, transportation, utilities, repairs and maintenance, operating expenses, rentals, insurance, miscellaneous, and equipment and furniture. These objects of expenditures are delineated in more detail in the accounting system according to account elements.
Operating Budget	The annual budget which supports the day-to-day operations of the County government. Most of the expenditures occur in the general fund, but there are also some operational costs funded through enterprise and special revenue funds.
Operating Expenditures	The costs of day-to-day operations such as personnel, materials, and equipment required for a department to function.
Performance/Workload Indicator	Specific quantitative and qualitative measures of work performed or to be accomplished within an activity or program (e.g., total number of permits processed). Also, a specific quantitative measure of results obtained through an activity or program (e.g., percentage of library materials available within seven days of the request at a specific branch library).
Personal Services	Expenditures related to compensating employees, including salaries, wages, and fringe benefit costs.
Property Tax	Tax on the value of real and personal property and is levied almost exclusively by local governments. In Maryland, the State Department of Assessments and Taxation is responsible for the valuation and assessment of all property in the State. The local government is responsible for setting the tax rate to be applied to the property assessments to generate revenues in support of the local budget. The property tax is the major revenue source in Maryland county governments and is collected by the Treasurer.
Reserve	A portion of a fund's assets that is restricted for a specific purpose and not available for appropriation or expenditure.
Revenue	Funds that a government receives as income and represents an increase in net financial resources. These receipts may include tax payments, interest earnings, service charges, fees, grants, intergovernmental payments, and other miscellaneous sources.
Special Assessment Fund	A fund to account for the provision and financing of certain public improvements which primarily benefit particular taxpayers against whose properties special assessments are levied (e.g., shore erosion control districts). The special assessments fund the repayment of costs increased for the capital improvements, including debt service.
Special Revenue Fund	A fund used to account for revenues from specific taxes or other earmarked revenue sources which by law are designated to finance particular functions or activities of government.
State Agencies/	Certain organizational entities are either State agencies or legally independent Boards and not directly responsible to the Board of County Commissioners. However, the County is responsible for providing partial or full funding support. Examples include the Supervisors of Elections and the Board of Education.
Transfer Tax	A tax imposed on instruments transferring title to real property. Transfer tax revenues in St. Mary's County are a dedicated source of revenue for the capital budget.
User Charges	The payment of a fee for direct receipt of a public service by the party who benefits from the service.

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